

AGENDA

BOARD OF MAYOR AND ALDERMEN

February 17, 2004

**7:30 PM
Aldermanic Chambers
City Hall (2nd Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. NCAA Regional update.
4. Presentation of draft FY2003 Comprehensive Annual Financial Report (CAFR) and draft Management Letter prepared by McGladrey along with departmental response.
Note: Related communication from Alderman Osborne requesting the contract compliance issue noted in the management letter be referred to the Committee on Administration.
(CAFR available for viewing at the Office of the City Clerk and previously forwarded under separate cover to Mayor and Aldermen.)

CONSENT AGENDA

5. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Pole Petition – Subject to the Review and Approval of the Department of Highways

- A. PSNH Pole Petition #11-989 located on Wellington Road.

Informational – to be Received and Filed

- B. Minutes of the MTA Commission meeting held on November 25, 2003 and the Financial and Ridership Reports for the months of November and December 2003.
- C. Communication from the Greater Manchester Chamber of Commerce submitting the 2003 year-end statistic report on the Manchester Welcome Center.
- D. Copy of a communication from the NH Department of Environmental Services advising of the issuance of amended State permits to operate FP-S-0194 and FP-S-0195 Fuel Burning Devices.
- E. Copy of a communication from the NH Department of Environmental Services advising of the release of the new edition of *Best Management Practice to Control Nonpoint Source Pollution: A Guide for Citizens and Town Officials*.
(Note: copy available for viewing at the Office of the City Clerk.)
- F. Copy of a communication from the NH Department of Transportation advising of contemplated awards.
- G. Copy of a communication from the NH Department of Transportation to PSNH advising of the Federal Highway Administration's approval of the executed Supplemental Agreement covering the installation of highway lighting cabling on the Pavement Rehab of I-93/I-293 Ramps & Rehab of Bridge Decks Over Mammoth Road project.
- H. Communication from Comcast submitting the 2003 fourth quarter franchise fee payment.

Informational – referred to the Police Department for response

- I. Communication from Daniel Steinbach requesting protesters be kept at a "safe" distance on February 29, 2004 prior to and during the "Rite of Election" ceremony scheduled to take place at St. Joseph Cathedral.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

J. Resolutions:

“Amending the FY2002 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Nine Hundred Twenty Dollars (\$225,920) for FY2002 CIP 712402 WIN-1 Relocation Design Project.

“Amending the FY1999, 2000, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Eight Thousand Two Hundred Twenty Eight Dollars and Fifty Eight Cents (\$68,228.58) for FY2003 CIP 713103 Sewer Infrastructure Project.”

“Amending the FY2000 and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Six Thousand Eight Hundred Six Dollars and Eighty Seven Cents (\$26,806.87) for FY2003 CIP 712003 FBI Recuperator Project.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand One Hundred Sixty Dollars (\$10,160.00) for FY2004 CIP 411904 Project Safe Neighborhoods.”

“Amending the FY2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 412004 Speed Enforcement Program.”

“Authorizing the Finance Officer to effect a transfer of Two Thousand Dollars (\$2,000.00) from Contingency to Civic Contributions.”

“Authorizing the Finance Officer to effect a transfer of Four Thousand Seven Hundred Fifty Dollars (\$4,750.00) from Contingency to Civic Contributions.”

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

- K.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$225,920 (State DOT) for FY2002 CIP 712402 WIN-2 Relocation Design Project, and for such purpose a resolution and budget authorization has been submitted.
- L.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$26,806.87 (EPD) for FY2003 CIP 712003 FBI Recuperator Project, and for such purpose a resolution and budget authorizations have been submitted.
- M.** Recommending that the Board authorize transfer and expenditure of funds in the amount of \$68,228.58 (EPD) for FY2003 CIP 713103 Sewer Infrastructure Project, and for such purpose a resolution and budget authorizations have been submitted.
- N.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$10,160.00 (State) for FY2004 CIP 411904 Project Safe Neighborhoods, and for such purpose a resolution and budget authorization has been submitted. The Committee notes that it has requested information regarding this project be forwarded to all members of the Board prior to February 17th.
- O.** Recommending that the Board authorize acceptance and expenditure of funds in the amount of \$2,248.00 (State) for FY2004 CIP 412004 Speed Enforcement Program, and for such purpose a resolution and budget authorization has been submitted.
- P.** Advising that it has approved a request from Bruce Thomas of the Highway Department to complete various projects enclosed herein as part of the City's Chronic Drain Program.
- Q.** Advising that it has approved a request from Deputy Police Chief Simmons to retain the former prisoner transport vehicle as an emergency response vehicle for the department's Civil Resolution Team.

COMMITTEE ON TRAFFIC/PUBLIC SAFETY

- R. Recommending that a request for no parking on Elm Street (both sides) from Bridge to Valley Streets on Sunday, March 21, 2004; and painting of shamrocks at the intersections of Elm and Pleasant Streets and Elm and Hanover Streets for the St. Patrick's Day Parade be granted and approved under the direct supervision of the Police and Traffic Departments.
- S. Recommending that all metered parking be changed from Monday-Friday, 8AM-8PM to Monday-Friday, 8AM-6PM.
- T. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.
- U. Advising that it has reviewed an Ordinance:
"Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester."
and recommends that same be referred to the Committee on Bills on Second Reading for technical review.
- V. Advising that it has reviewed an Ordinance:
"Amending certain provisions of the Motor Vehicles and Traffic Ordinances to provide for increased penalties for parking in a Handicapped Parking Space and to provide penalties for parking in a Handicapped Parking Space Access Aisle."
and recommends that same be referred to the Committee on Bills on Second Reading for technical review.
- W. Advising that they have approved directional signs for Gill Stadium as submitted by the Traffic Department.

- X. Advising that they have approved implementation of the downtown area Traffic Signal Optimization and Synchronization Study submitted by the Traffic Department.
- Y. Advising that they have approved a request to allow the City Hall Information Booth volunteers the use of a parking permit placard to be placed on their dashboard(s) while on duty at City Hall due to the recent sale of the Canal Street garage.

LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

- 6. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Special Committee on Riverfront Activities and Baseball to meet.
- 7. Mayor Baines calls the meeting back to order.
- 8. Report of the Special Committee on Riverfront Activities and Baseball, if available.
Ladies and Gentlemen, what is your pleasure?
- 9. Nominations to be presented by Mayor Baines, if available.
- 10. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
- 11. Mayor Baines calls the meeting back to order.

OTHER BUSINESS

12. Report of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

13. Communication from Mayor Baines regarding a letter from the U. S. Department of Justice, Federal Bureau of Prisons reflecting a request for RFP's for halfway house services in the Manchester area and recommending that this issue be referred to a staff committee, chaired by Chief Jaskolka with members to include Bob MacKenzie, Tom Clark, Leon LaFreniere and representing my office, Michael Colby.
Ladies and Gentlemen, what is your pleasure?

14. Communication from Thomas Bowen, Water Works Director, requesting to allow Ms. Theresa McNeil special leave per Code of Ordinance 33.076(B) from February 6th through the first week of April, 2004 in order to provide medical assistance and home care to her son who was recently injured in an automobile accident.
Ladies and Gentlemen, what is your pleasure?

15. Communication from Attorney N. Lazos submitting a rezoning petition for 55 Riverfront Drive on behalf of his clients Pease/Vailas Realty Holdings, LLC requesting building heights of 45 feet where three stories are allowed in the R-3 zones and noting this to be consistent with RSM districts.
(Note: Technical review to be submitted by Planning)
If the Board so desires, a motion is in order to refer the rezoning petition to public hearing on March 22, 2004 at 7:00 PM in the Aldermanic Chambers of City Hall and to the Committee on Bills on Second Reading.

16. Rezoning petition submitted by the Raphael Social Club requesting an extension of the B-2 district in the vicinity of Granite Street, Second Street, School Street and the on-ramp to 293.
(Note: Technical review to be submitted by Planning)
If the Board so desires, a motion is in order to refer the rezoning petition to public hearing on March 22, 2004 at 7:00 PM in the Aldermanic Chambers of City Hall and to the Committee on Bills on Second Reading.

17. Resolutions: (A motion is in order to read by titles only.)

“Amending the FY2002 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Nine Hundred Twenty Dollars (\$225,920) for FY2002 CIP 712402 WIN-1 Relocation Design Project.

“Amending the FY1999, 2000, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Eight Thousand Two Hundred Twenty Eight Dollars and Fifty Eight Cents (\$68,228.58) for FY2003 CIP 713103 Sewer Infrastructure Project.”

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A motion is in order that the Resolutions pass and be Enrolled.

TABLED ITEM

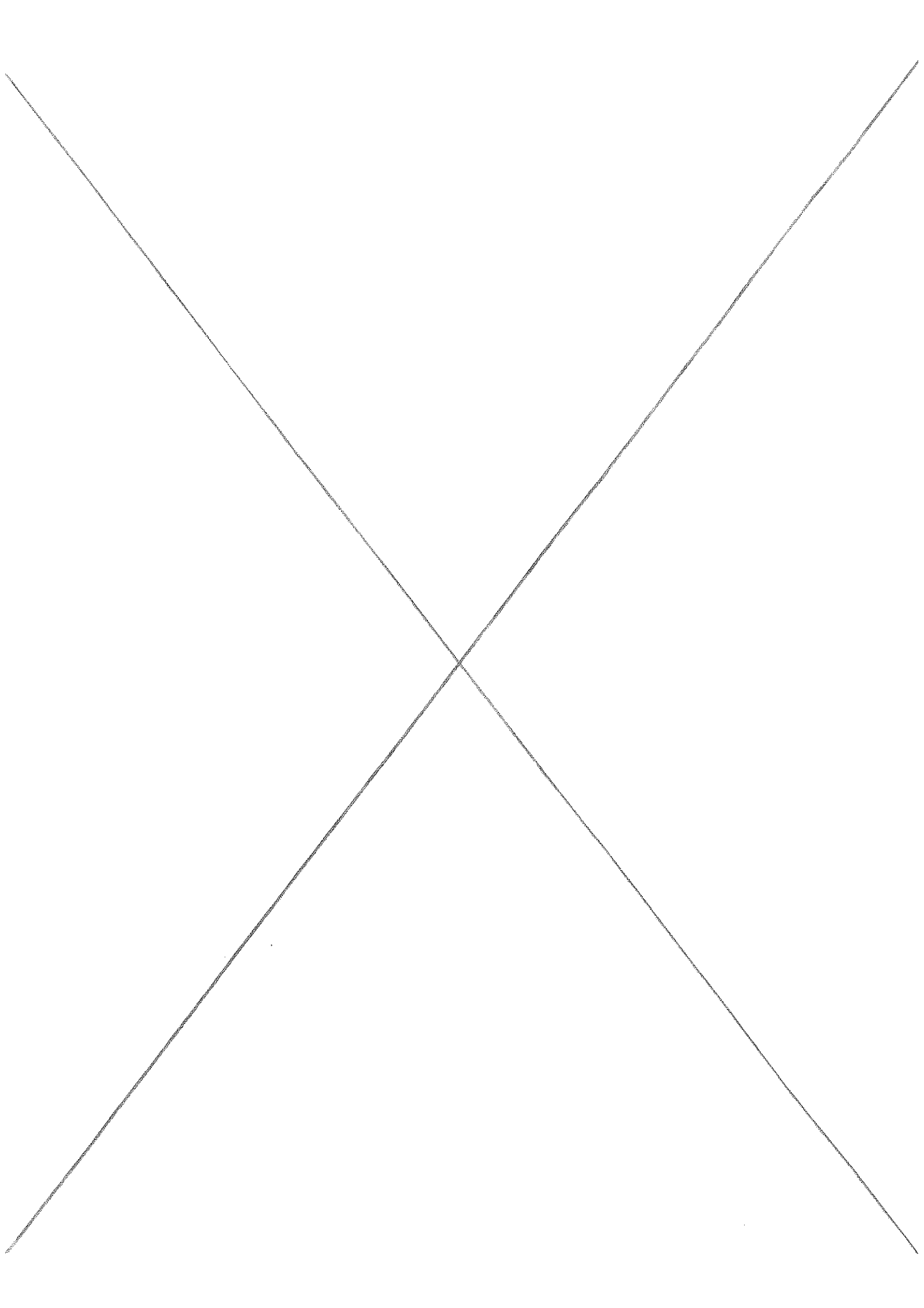
A motion is in order to remove the following item from the table for discussion.

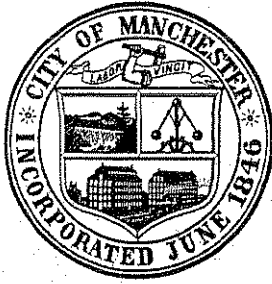
18. Report of the Committee on Community Improvement recommending that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project.
(Tabled 12/02/2003 per request of Alderman DeVries.)

19. NEW BUSINESS

- a) Communications
- b) Aldermen

20. If there is no further business, a motion is in order to adjourn.





**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

February 4, 2004

Alderman George Smith
C/o Office of the City Clerk
One City Hall plaza
Manchester, NH 03101

Dear Alderman Smith,

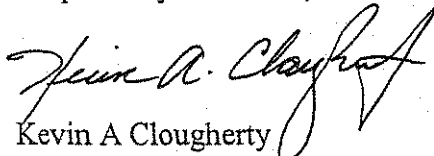
Enclosed are copies of the DRAFT Fiscal Year 2003 Comprehensive Annual Financial Report (CAFR). The City's external auditor's McGladrey and Pullen LLC will be formally presenting the final report on Monday evening before the Aldermanic Committee on Accounts, Enrollment and Revenue Administration.

Also enclosed is a DRAFT Management Letter prepared by McGladrey along with the Finance Officer's response. The Management Letter has been shared with City Department Heads (copy of transmittal letter enclosed), and department responses to date have also been provided.

These DRAFT reports will serve as the basis for the meeting Monday night. I do not expect any significant changes between the DRAFT CAFR or DRAFT Management Letter and the final reports presented to the Committee on Monday.

Needless to say, the CAFR and Management Letter both reflect very positively on the City's internal controls and financial position.

Respectfully submitted,


Kevin A Clougherty
Finance Officer

Cc: Mayor Robert A. Baines
Scott Bassett

DRAFT

Board of Mayor and Aldermen
City of Manchester, New Hampshire

During the course of our audit of the basic financial statements of the City of Manchester, New Hampshire as of and for the year ended June 30, 2003, certain observations were made by our engagement team which may be of interest to you. These observations are as follows:

1) Contract Compliance Officer

Observation:

The City, aside from the Manchester Airport, does not have an individual who is responsible for maintaining and overseeing its various long-term contracts. Contract compliance is currently the responsibility of the various department heads or project managers assigned to a project. These individuals may have backgrounds in fields such as engineering or information technology which provide them with the knowledge to oversee portions of the projects, but generally these individuals will not have the expertise needed to properly administrate the contract itself.

In addition, the City does not have written policies and procedures regarding contract monitoring, periodic inspections, progress reporting, appropriations, change orders and progress payment approvals.

Recommendation:

Because contract compliance can be complicated from both a legal (prevailing wage rates/Davis Bacon Act, encouragement of women and minority owned businesses, etc.) and administrative (competitive bids, project appropriations, performance bonds, change orders, retainage, progress payments, state and Federal reporting, project close-out, etc.) standpoints, the City should consider hiring or designating an individual the responsibility of providing oversight for all large and long-term contracts the City enters into. This individual will also serve as the repository for the executed copies of all contracts and would periodically inspect the projects (with input from individuals with functional expertise such as architects, engineers, etc.) to ensure the projects are progressing as required.

This individual should also be responsible for overseeing the development of written policies and procedures to assist in contract compliance oversight.

2) **Departmental Cash Receipts**

Observation:

Non-tax revenue is collected at various locations throughout the City. The information associated with these receipts is maintained in each department by means of nonintegrated, stand-alone computer applications or manual accounting records. The variety of formats for maintaining subsidiary receivables and receipts data throughout the City in combination with the relative inaccessibility of this information limits the Finance Department's ability to ensure the accuracy and completeness of its receivables and revenues information.

Recommendation:

The City should consider designing a system to account for non-tax revenue information in an integrated manner on a real-time basis. The use of cash registers integrated into the City's financial reporting system or the use of cash receipts module linked to computers in certain departments that handle a large volume of cash receipts can help this process.

3) **Observation:**

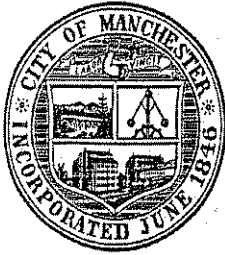
Throughout various departments in the City, there was an inadequate segregation of duties in the purchasing function. In many instances, the same person was responsible for requisitioning goods, approving the purchase, receiving the goods, ensuring adequate funds exist in the budget and posting to the G/L.

Recommendation:

Internal control over purchases ordinarily requires a separation of duties between the purchasing requisition function, the person approving the invoice for payment and the person posting to the general ledger. This ensures proper monitoring of expenditures. The City may also consider centralizing its purchasing function to further strengthen internal control.

This report is intended solely for the information and use of the members of the Board of Mayor and Aldermen, the City Manager and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

New Haven, Connecticut
October 29, 2003



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6460
(603) 624-6549 Fax

MEMORANDUM

Date: 1/26/2004

To: Department Heads

From: Kevin Clougherty

RE: FY2003 Management Letter

CC:

Department Heads:

On Monday, February 9th the Aldermanic Committee on Accounts Enrollment and Revenue Administration will be meeting with the City's external auditor, McGladrey and Pullen, to receive the FY2003 audit and Management Letter. Attached for your review and comment is a copy of the Management Letter along with a copy of my response to the auditors. Please feel free to offer any comments or suggestions on how the City might better respond to the concerns raised by the auditors.

Please email comments and suggestions to Lisa Sorenson (lsorenso@ci.manchester.nh.us) by closing of business Friday, February 6th, so that they may be copied for the Committee.

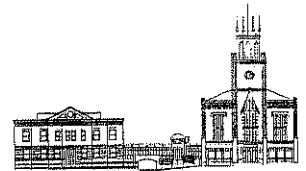
Thanks,

Kevin A. Clougherty



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Plecuch
Deputy Clerk
Financial Administration

February 4, 2004

George Smith, Chairman
Committee on Accounts, Enrollment
and Revenue Administration
c/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Response to FY2003 Management Letter

Dear Mr. Chairman and Committee Members:

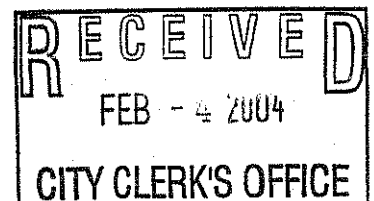
With respect to non-tax revenue, the City Clerk's Office has unique applications that have been designed by the Information Systems Department as well as a State program for Vital Records. Per State statutes, some receipts received in our office require us to track fees that need to be paid to the State of New Hampshire. Our office makes daily deposits, does daily cash receipting and keeps accurate records for proper distribution to general ledger accounts and processing of State fees. Our office would like to see more of an integrated cash receipting system so long as it would be able to incorporate all programs that are utilized in the office, as it would be inefficient to maintain two separate systems.

In a previous audit recommendation regarding separation of duties, our office has already implemented changes so that the individual approving any invoices (i.e. A900's) are not involved in the purchasing, receiving or posting to the general ledger. If the City were to move to centralized purchasing, individual departments may be required to still make purchases relating to their special needs (i.e. printing of ballots, inauguration costs, etc.).

If you have any questions, please contact me at 624-6473.

Sincerely,

Leo R. Bernier
City Clerk





**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

January 26, 2004

Alderman George Smith
C/o Office of the City Clerk
One City Hall plaza
Manchester, NH 03101

Dear Alderman Smith,

This letter is submitted as a formal response to the Management Letter prepared by the City's external auditors at McGladrey & Pullen, LLP for the period ending June 30, 2003. (See attached)

- 1) Contract Compliance Officer: The Finance Department concurs with this recommendation. This recommendation has been included in previous Management Letters. The Finance Department again recommends that the Board of Mayor and Alderman refer this item to the Human Resources Committee for implementation.
- 2) Non-tax Revenue: The Finance Department also agrees with this audit recommendation. The observation also has been included in previous Management Letters. The Finance Department recommends that this item be referred to the Committee on Administration so that an implementation strategy can be developed with the Information Systems Department and affected departments.
- 3) Segregation of Duties: The Finance Department agrees with the recommendation, which is also a repeat recommendation from previous Management Letters. The Finance Department has recommended the implementation of a centralized accounting / administrative function to address this concern.

A copy of the Management Letter along with this response has been shared with all city departments soliciting comments and recommendations. Copies of their response are attached.

Respectfully submitted,

Kevin A Clougherty
Finance Officer

Cc: Mayor Robert A. Baines
City Clerk

4



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

February 4, 2004
#04-009

Honorable Committee of Accounts, Enrollment and Revenue Administration
c/o City Clerk's Office
One City Hall Plaza,
Manchester, New Hampshire 03101

Attn: Alderman George W. Smith, Chmn.

Re: *FY 2003 Management Letter*

Dear Alderman Smith and Committee Members:

I disagree with the recommendation that the City needs a Contract Compliance Officer. If funds are allocated to a department and the department utilizes these funds to enter into a contract, the department should be completely responsible for managing both the expenditure of these funds and the contract. If the department cannot properly administer a contract, whether short term or long term, then the department head is not doing his job and should be held accountable. A Contract Compliance Officer will just add another layer of approval required before a project goes to construction. Furthermore, who is better qualified to administer/inspect a contract, the engineer who designed it or a clerical type person in another department? I as the department head am ultimately responsible for administering project funding and contract compliance. In accomplishing this responsibility, I have assigned each project manager the sole responsibility of administering each project from beginning to end. These project managers are responsible to me and I am responsible to the Mayor. If my project managers or I need assistance in carrying out these responsibilities, we have the Finance Department to provide supporting services. Lastly, I am not aware that this is a major problem with departments in the City, are there only a few isolated examples of these problems that possibly should be addressed individually?

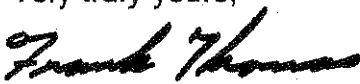
February 4, 2004

Pg. (2)

I also don't believe there is a citywide problem with the segregation of duties in the purchasing function. This has been an important issue in my Department for well over 15 years and I believe that we have adequately addressed this issue. I further believe that this is also the case in most of the larger departments. In a smaller department, the segregation of duties is sometime difficult due to limited staff. The attached write-up from Cornell University notes that in the case of a small operation, management must take a more active role by checking the work of others. Again, the department head must be responsible for providing the proper controls in his department, whether it's a large or small operation.

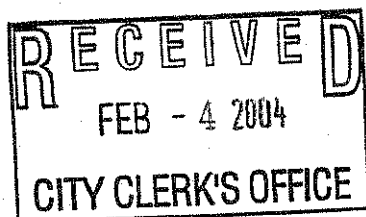
I will be available to answer any questions pertaining to my thoughts on these issues.

Very truly yours,



Frank C. Thomas, P.E.
Public Works Director

/c



4

Improper Segregation of Duties

Segregation of duties is an internal control intended to prevent or decrease the occurrence of innocent errors or intentional fraud. This is done by ensuring that no single individual has control over all phases of a transaction.

There are four general categories of duties: authorization, custody, record keeping and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities. The more negotiable the asset, the greater the need for proper segregation of duties - especially when dealing with cash, negotiable checks and inventories.

We often think of cash handling as the place where segregation of duties is most important, because cash is a highly liquid asset. This means that it is easy to take money and spend it without leaving a trail of where it went. Any department that accepts funds, has access to accounting records, or has control over any type of asset should be concerned with segregation of duties.

Some examples of incompatible duties are:

- Authorizing a transaction, receiving and maintaining custody of the asset that resulted from the transaction.
- Receiving checks (payment on account) and approving write-offs.
- Depositing cash and reconciling bank statements.
- Approving time cards and having custody of pay checks.

Separation of duties will only limit problems stemming from incompatible duties. It is possible, though not likely, that collusion will occur, making control procedures ineffective. Management needs to be aware of relationships (family and friends) and be alert to the possibility of collusion.

Also, in a small operation, it is not always possible to have enough staff to properly segregate duties. In those cases, management may need to take a more active role to achieve separation of duties, by checking the work done by others. Sometimes, the knowledge that records will be checked by others is enough to prevent misappropriation of assets.



MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 824-8484

BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY
President

RAYMOND W. PROVENCHER
Clerk

DONALD P. COUTURIER
JAMES W. CRAIG
PATRICIA H. CORNELL
RICHARD M. BUNKER

Ex Officio
HON. ROBERT A. BAINES
Mayor

THOMAS M. BOWEN, P.E.
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.
Asst. Director

February 3, 2004

Alderman George Smith
C/o Office of the City Clerk
One City Hall plaza
Manchester, NH 03101

Dear Alderman Smith:

This letter is submitted by the Manchester Water Works (MWW) in response to the Management Letter prepared by the City's external auditors at McGladrey & Pullen, LLP for the period ending June 30, 2003.

- 1) Contract Compliance Officer: The Water Department oversees long-term contracts utilizing both in-house engineering and accounting professionals and experienced outside consultants. Contract administration is at present appropriately included in the job duties of MWW's 3 Division level managers. For projects of the scale of our \$28M Water Treatment Plant Renovations Project, MWW has both a full-time employee and outside consultant (Camp, Dresser and McKee) maintaining oversight of this 25-month Project. Finally, all contracts are reviewed monthly by MWW Financial Administrator, as well as, the Director and Assistant Director. MWW believes that sufficient oversight is currently achieved.
- 2) Non-tax Revenue: MWW has no opinion on this recommendation. MWW, however, currently collects 99% of its cash receipts through the City's Lockbox and integrated HTE Cash Receipts System. Miscellaneous cash receipts collected at MWW "over the counter" constitute a minimal level of cash receipt activity.
- 3) Segregation of Duties: MWW agrees that a separation of duties is necessary for proper control of the purchasing function but does not feel that centralized purchasing is needed to accomplish this. MWW currently maintains proper segregation of duties in the requisition, purchasing, receiving and posting functions in the purchasing of goods and services.

Should you have any questions concerning the above, please feel free to contact me and MWW staff would be happy to discuss them with you.

Respectfully Submitted,

Thomas M. Bowen, P.E.
Director

cc: Mayor Robert A. Baines
City Clerk
Philip Croasdale, Water Financial Administrator
Kevin Clougherty, City Finance Officer

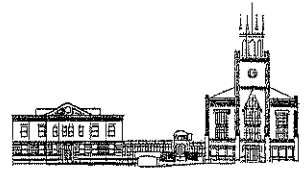
RECEIVED

FEB - 4 2004

CITY OF MANCHESTER
FINANCE DEPARTMENT



CITY OF MANCHESTER Board of Aldermen



MEMORANDUM

To: Board of Mayor and Aldermen

From: Alderman Ed Osborne

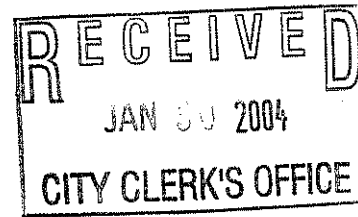
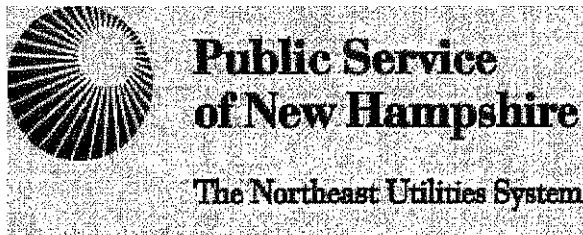
Date: February 10, 2004

Re: Contract Administration

During discussions with the Auditor at the Committee on Accounts meeting on February 9th, concerns were presented regarding our contract administration.

I would like to have this issue referred to the Committee on Administration for review and recommendation to the Board of Mayor and Aldermen. It is my belief that at the very least all contracts should be reviewed by the City Solicitor. I also believe there should be a repository for all contracts.

C: City Solicitor
Finance Officer



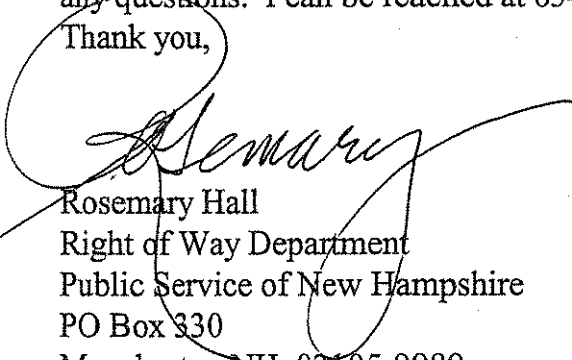
January 28, 2004

Office of the City Clerk
City of Manchester
1 City Hall Plaza
Manchester, NH 03101-2097

Enclosed for your review is one Pole License Petition 11-989 for poles located on Wellington Road. If approved, please have the License section signed by the proper authority. Keep the copy labeled "CITY" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-2626.

Thank you,


Rosemary Hall
Right of Way Department
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989

Enclosure(s)

A

PETITION AND POLE LICENSE
PETITION

11-989

tel

Manchester, New Hampshire

January 22, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Three (3) poles - License 36/47PB and re-license 36/46 and 36/47 located on Wellington Road in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: *Wendy Hill*

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: *Rosemary Hall*

Rosemary Hall, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This _____ day of _____, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-898, dated October 29, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: _____

BY: _____

BY: _____

Received and entered in the records of the City of Manchester, New Hampshire, Book _____, Page _____

Date: _____

ATTEST: _____

City Clerk

AD

Svc upgrade/ Line relocation

Plan Date: 10/01/03

DIGSAFE	
Authorization #	
Legal Date	Legal Time

Authorization #

Legal Date Legal Time

☐ EASEMENT ☐ MUNICIPAL LICENSE ☐ STATE LICENSE

Pole Numbers		Pole Sz-CI	Eq BH	(Indicate North with Arrow)								Span	Dist. from:	Remarks	DOC REQ									
LTS	TEL			INSTALL POLE	PB	REMOVE	REF	100% LTS	J/O	100% TEL														
19/3	1490/2			<p>43.07594 -070.75848</p> <p>Note; Per City poles Will be placed in the curb line</p>																				
19/6	157/4																						Inst temp 75kva tm	
																							Tap up temp 1/0 tri sec	
22/1	156/2																						Reference Pole	
22/1Y		45/2																			55	In Curb	Lts Inst JO Pole	M
22/2	156/3	45/2																			55	In Curb	Lts Inst/Rmv JO Pole	M
22/3	156/4	45/2																					Lts Inst/Rmv JO Pole Lts Inst/Rmv 100% Lts Anc	

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, N.H. 03101-2799
TELEPHONE: (603) 623-8801
FAX: (603) 626-4512
e-mail: MTA@grolen.com • website: www.mtabus.org



JOHN H. TRISCIANI, *CHAIR*
DAVID F. JESPERSEN, *VICE CHAIR*
EUGENE E. BOISVERT
JULIE A. GUSTAFSON
JOSEPH J. DESELLE

DAVID SMITH
EXECUTIVE DIRECTOR

February 4, 2004

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, February 3, 2004. Enclosed are sixteen copies of the approved Minutes of our November 25, 2003 Commission Meeting, as well as the Financial and Ridership Reports for the months of November and December 2003.

The next scheduled Commission Meeting will be Tuesday, March 2, 2004 at 5:00 PM.

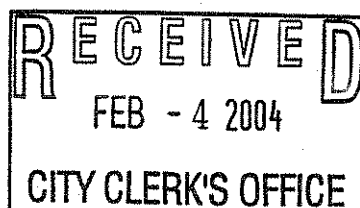
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



B

**MANCHESTER
TRANSIT AUTHORITY**

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JOSEPH J. DESELLE

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

November 25, 2003 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman David F. Jespersen
Commissioner Eugene E. Boisvert
Commissioner Joseph J. Deselle
Commissioner Julie A. Gustafson

PERSONNEL PRESENT:

David Smith, Executive Director
Robert Jeniski, Assistant Director
William J. Cantwell, Supt. of Administration
Paul Beauregard, Asst. Superintendent of Maintenance
Karyn Porter, Operations Planning Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:03 PM.
- b. Minutes of October 28, 2003 Commission Meeting. BOISVERT made a motion to approve the October 28, 2003 Commission Meeting minutes. Seconded by DESELLE. All Commissioners in favor.

MANAGEMENT REPORTS

2. a. Financial Report for October 2003. JESPERSEN made a motion to approve the Financial Report for October 2003. Seconded by DESELLE.

Transit Operation: CANTWELL reported the largest variance is a 30% increase in fare revenue. He explained over the past six years fare revenue has steadily decreased \$68,000. CANTWELL indicated there may be a calculation problem with transferring student ridership income from transit to school and may have to adjust some income back into the transit operation next month. CANTWELL reported Verizon shuttle service, "Union business" time for contract negotiations,

B

and safety meetings were the factors generating overtime. Although year-to-date driver wages are down \$36,000 and overtime is \$24,000 over budget, there is an \$11,000 net savings based on the budget. All other line items fall in line with the budget. Two months accrual of First Transit consultant fees was paid in September. Year-to-date consultant fees are within \$2,000; there is additional billing in the budget for outside consulting expenses. Maintenance and supplies are over \$13,000 against \$4,500 budgeted. Ten thousand dollars is for the installation of two engines and \$500.00 is for repair of City vehicles.

School Operation: CANTWELL reported school revenue is up \$40,000. The reason being, the contract with the School District has been settled and we've revised summer and September billing for number of buses and increased the daily rate. Part-time operator's wages are up \$13,000 more than budgeted; \$6,000 was billed for charter revenue and there were additional payroll costs retraining school bus operators on highway driving. JESPERSEN noted that there is \$685 in full-time operator wages to cover schoolwork. SMITH stated there are two transit operators who have time built into their schedules for a school run and that amount is straight time. TRISCIANI voiced his concerns with the overtime and advised SMITH to inform Union negotiation team that their work is being covered in overtime while they are negotiating. BOISVERT inquired if there was an increase in school consultant fees. SMITH stated \$375 is an expense billing for a First Transit staff consultant's trip. The check journal was reviewed, followed by the aged trial balance. CANTWELL explained the School District confirmed that their November 30th check run would be paying for September,

October and November contract invoices. All Commissioners in favor of approving Financial Report for October 2003.

- b. **Ridership/Transit Report for October 2003.** JENISKI reported the Airport route has decreased ridership but the Goffs Falls has 400 more passengers than it did in October 2002. Bedford Mall ridership has declined but last years reporting was askewed. SMITH explained historically October is a good ridership month. TRISCIANI recommended rerouting the Elm Street Verizon shuttle bus to travel down Commercial Street with the other bus or eliminating the Elm Street bus due to low usage.
- c. **School Report for October 2003.** JENISKI reported at the beginning of the month we had 74 school bus operators. During the month two operators were transferred to transit and three school operators resigned. We hired and trained five operators to help us maintain the 74-school operator roster. JENISKI reported charters are on the down side and should pick up in December.
- d. **Maintenance Report for October 2003.** BEAUREGARD reported school mileage up, preventive maintenance inspections are on schedule, road calls down, minimal overtime, and one person was injured on the job and out of work for three days. JENISKI stated since trying to be 100% compliant on preventive inspections for the FTA Triennial Review, there may be overtime hours on next months' report.

NEW BUSINESS

- 3. a. **Bedford Subsidy Request.** SMITH explained in order for the Town of Bedford to prepare for their budget, they need to be informed this month on whether or not

there will be a subsidy increase to travel along the Route 3 corridor. By maintaining the current level of subsidy (\$39,600) the Town of Bedford will be meeting their "fair share" requirement for this year. JESPERSEN made a motion to maintain the same level of subsidy from the Town of Bedford for 2004.

Seconded by GUSTAFSON. All Commissioners in favor.

- b. Free Transportation to Mayor's Christmas Luncheon. SMITH recommended allowing senior citizens free transportation on our fixed route system to and from the Mayor's luncheon on Friday, December 19, 2003. BOISVERT made a motion based on SMITH's recommendation. Seconded by GUSTAFSON. All Commissioners in favor.

OLD BUSINESS

4. a. Recommendation to Purchase Transit Buses Using State's Option. SMITH explained the Orion buses purchased by Concord Area Transit through the State's contract would be delivered to our facility for inspection by the State. When they went out to bid, the State received a quote of \$292,023 per bus. Since we do not require all of the options on the State's bid, Orion quoted the MTA a price of \$286,350 per bus with a 52-week delivery date. SMITH stated this is a good offer since a 35' heavy-duty bus is in the \$280,000-\$300,000 range. SMITH suggested order two buses under the State's option and also recommended we substitute brushless electric motors for an additional \$6,150 per bus. This would price one bus out at \$292,500. DESELLE made a motion based on SMITH's recommendation. Seconded by BOISVERT. All Commissioners in favor. SMITH will look into changing the color scheme at the request of the Board

- b. Status: Farebox Project. SMITH explained a representative from GFI was at our facility and made plans for installation. He will return with one farebox to train drivers. Installation of fareboxes will be completed in one weekend during January 2004.
- c. Status: Work at Transportation Center. The mechanical work at the terminal is now complete. There were three change orders; replacement of eight outside light lenses, replacement of gas unit heater ducts, and installation of new sink drains in restrooms. Hansen & Fox are in the process of returning to the terminal to assist the manager with getting everything balanced. The next projects are the doors, flooring, and outside painting. So far we have spent \$175,000 of the \$200,000 budget. Doors should cost around \$15,000. We have a grant that can be rolled over to the terminal project because it is going to cost around \$30,000 for the flooring and outside painting.
- d. Status: VersaTrans Software Installation. PORTER was able to review, on her computer, a map of the City with VersaTrans' project manager. She has received a hard copy of the map and is marking the school's boundaries, double checking street names and unnamed streets.

NON-PUBLIC SESSION

5. a. Non-Public Session Per RSA 91-A:3, II. (e). At 6:07 PM BOISVERT made a motion to go into Non-Public Session per RSA 91-A:3, II. (e). Seconded by GUSTAFSON. All Commissioners in favor. BOISVERT made a motion to adjourn Non-Public Session at 6:20 PM. Seconded by DESELLE. All Commissioners in favor. TRISCIANI stated no motions were made during this

session. Management provided an update on the contract negotiations with ATU, Local 717.

OTHER BUSINESS

6. a. **Christmas Eve Early Release:** SMITH stated a transit operator has approached him about early release on Christmas Eve. It was explained to the Board that in prior years' the last trip to the Mall of New Hampshire and the nighttime CCT run would be eliminated with the proper advertising. After discussion the Board decided to run the entire schedule so as not to strand anyone at the Mall of New Hampshire on Christmas Eve.
- b. **Date for Next Meeting.** Tuesday, January 6, 2004 at 5:00 PM.

With no further business to come before the Board, BOISVERT made a motion to adjourn the meeting at 6:30 PM. Seconded by GUSTAFSON. All Commissioners in favor.



Transit

November 2003

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INCOME STATEMENT TRANSIT

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
FAREBOX REVENUE										
4010 FAREBOX	13,715.33	6.1	8,120.00	3.6	63,077.39	5.9	44,660.00	4.0	18,417.39	41.2
4011 TICKETS - ADULTS	1,619.00	0.7	1,700.00	0.7	9,935.00	0.9	8,500.00	0.7	1,435.00	16.8
4012 TICKETS - SENIORS	735.50	0.3	675.00	0.3	4,345.00	0.4	3,375.00	0.3	970.00	28.7
4013 TICKETS - STUDENTS	926.75	0.4	825.00	0.3	0.00	0.0	4,125.00	0.3	4,125.00-100.0-	
4014 MONTHLY FULL FARE	1,048.50	0.4	1,000.00	0.4	7,927.50	0.7	5,000.00	0.4	2,927.50	58.5
4015 HANDICAPPED FEES	2,417.75	1.0	825.00	0.3	7,464.30	0.7	4,125.00	0.3	3,339.30	80.9
4058 MONTHLY HALF FARE	1,892.50	0.8	1,300.00	0.5	7,795.75	0.7	6,500.00	0.5	1,295.75	19.9
TOTAL FAREBOX & TICKETS	22,355.33	10.0	14,445.00	6.5	100,544.94	9.4	76,285.00	6.9	24,259.94	31.8
TRANSIT CHARTER										
4050 SPECIAL FARE	900.00	0.4	2,000.00	0.9	7,831.50	0.7	10,000.00	0.9	2,168.50-	21.6-
TOTAL SPECIAL FARES	900.00	0.4	2,000.00	0.9	7,831.50	0.7	10,000.00	0.9	2,168.50-	21.6-
OTHER INCOME										
4039 SALE FUELS CITY	12,603.95	5.6	13,300.00	6.0	68,579.22	6.4	66,500.00	6.0	2,079.22	3.1
4056 RENT BUS TERMINAL	1,600.00	0.7	1,600.00	0.7	8,000.00	0.7	8,000.00	0.7	0.00	0.0
4060 ADVERTISING SERVICES	6,044.50	2.7	3,700.00	1.6	24,486.50	2.2	18,500.00	1.6	5,986.50	32.3
4070 SALES MAINT.SERVICE	930.72	0.4	3,000.00	1.3	11,146.95	1.0	15,000.00	1.3	3,853.05-	25.6-
4071 SALE OF BUSES & VEH	0.00	0.0	0.00	0.0	118.97	0.0	0.00	0.0	118.97	100.0
4072 INTEREST INCOME	109.55	0.0	870.00	0.4	1,567.49	0.1	4,350.00	0.3	2,782.51-	63.9-
4073 MISCELLANEOUS	0.00	0.0	25.00	0.0	2,509.55	0.2	125.00	0.0	2,384.55	*****
4075 SENIOR PICTURES	22.00	0.0	12.00	0.0	130.00	0.0	60.00	0.0	70.00	116.6
TOTAL OTHER REVENUE	21,310.72	9.5	22,507.00	10.2	116,538.68	10.8	112,535.00	10.1	4,003.68	3.5
TOTAL OPERATION REVENUE	44,566.05	20.0	38,952.00	17.6	224,915.12	21.0	198,820.00	17.9	26,095.12	13.1
ASSISTANCE										
4090 OPER. ASST. C. OF M.	70,833.33	31.7	81,097.00	36.8	354,166.65	33.1	405,485.00	36.6	51,318.35-	12.6-
4091 OPER. ASST. BEDFORD	3,300.00	1.4	3,300.00	1.5	16,500.00	1.5	16,500.00	1.4	0.00	0.0
4092 OPER. ASST NHDES	4,142.00	1.8	0.00	0.0	4,142.00	0.3	0.00	0.0	4,142.00	100.0
4130 OPER. ASST., SEC.9	99,960.00	44.8	96,897.00	43.9	470,129.22	43.9	484,485.00	43.8	14,355.78-	2.9-
TOTAL ASSISTANCE	178,235.33	80.0	181,294.00	82.3	844,937.87	78.9	906,470.00	82.0	61,532.11-	6.7-
TOTAL REVENUES	222,801.38	100.0	220,246.00	100.0	1,069,852.99	100.0	1,105,290.00	100.0	35,437.01-	3.2-
EXPENSES										
LABOR										
5010 OPERATORS WAGES	53,948.65	21.2	53,859.00	23.3	264,891.71	21.8	300,652.00	24.8	35,760.29-	11.8-
5011 OPERATORS WAGES E&H	3,292.38	1.2	4,683.00	2.0	30,024.72	2.4	26,143.00	2.1	3,881.72	14.8
5110 OPERATORS O.T. WAGES	4,897.84	1.9	2,632.00	1.1	41,056.79	3.3	14,693.00	1.2	26,363.79	179.4
5110 OPERATOR O.T. E&H	67.52	0.0	2,632.00	1.1	2,639.28	0.2	14,693.00	1.2	12,053.72-	82.0-
5013 MECHANICS WAGES	8,830.42	3.4	12,770.00	5.5	54,842.59	4.5	63,850.00	5.2	9,007.41-	14.1-
5113 MECHANICS O.T. WAGES	99.55	0.0	0.00	0.0	949.31	0.0	0.00	0.0	949.31	100.0
5017 TRANS ADMIN WAGES	5,868.81	2.3	5,831.00	2.5	28,330.96	2.3	29,155.00	2.4	824.04-	2.8-
5018 WAGES MAINT. ADMIN	2,669.75	1.0	3,474.00	1.5	15,028.52	1.2	17,370.00	1.4	2,341.48-	13.4-
5019 WAGES OFFICE ADMIN	5,559.51	2.1	5,930.00	2.5	24,018.87	1.9	29,650.00	2.4	5,631.13-	18.9-
5117 WAGES TRANSP O.T.	580.91	0.2	96.00	0.0	6,368.22	0.5	480.00	0.0	5,888.22	*****
5119 WAGES OFFICE O.T.	133.79	0.0	79.00	0.0	539.28	0.0	395.00	0.0	144.28	36.5

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INCOME STATEMENT TRANSIT

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
6003 PAYROLL TRANSACTION	1,141.56	0.4	0.00	0.0	655.74	0.0	0.00	0.0	655.74	100.0
TOTAL LABOR	87,090.69	34.2	91,986.00	39.7	469,345.99	38.6	497,081.00	41.0	27,735.01-	5.5-
FRINGE BENEFITS										
5004 TRANS ADM SICK WAGES	0.00	0.0	127.00	0.0	1,395.72	0.1	635.00	0.0	760.72	119.8
5005 TRANS ADM VAC WAGES	978.76	0.3	754.00	0.3	5,709.30	0.4	3,770.00	0.3	1,939.30	51.4
5006 TRANS ADM HOL WAGES	608.64	0.2	424.00	0.1	1,712.32	0.1	2,120.00	0.1	407.68-	19.2-
5007 MAINT ADM SICK WAGES	0.00	0.0	86.00	0.0	572.48	0.0	430.00	0.0	142.48	33.1
5008 MAINT ADM VAC WAGES	363.09	0.1	286.00	0.1	2,486.71	0.2	1,430.00	0.1	1,056.71	73.9
5009 MAINT ADM HOL WAGES	714.08	0.2	371.00	0.1	1,356.56	0.1	1,855.00	0.1	498.44-	26.8-
5014 OFFICE VAC WAGES	752.70	0.3	533.00	0.2	2,991.61	0.2	2,665.00	0.2	326.61	12.2
5015 OFFICE HOLIDAY WAGES	454.40	0.1	403.00	0.1	2,250.19	0.1	2,015.00	0.1	235.19	11.6
5016 OFFICE SICK WAGES	0.00	0.0	121.00	0.0	2,594.20	0.2	605.00	0.0	1,989.20	328.7
5021 F.I.C.A.	7,849.88	3.0	8,872.00	3.8	45,968.19	3.7	47,107.00	3.8	1,138.81-	2.4-
5022 N.H. UNEMPLOYMENT	481.00	0.1	461.00	0.2	2,405.00	0.2	2,305.00	0.1	100.00	4.3
5023 PENSION	3,542.00	1.3	4,195.00	1.8	19,998.00	1.6	20,975.00	1.7	977.00-	4.6-
5024 HEALTH INSURANCE	63,150.54	24.8	31,591.00	13.6	185,938.07	15.3	157,955.00	13.0	27,983.07	17.7
5025 MEDICAL EXAMINATION	160.00	0.0	0.00	0.0	160.00	0.0	0.00	0.0	160.00	100.0
5026 LIFE INSURANCE	1,065.97	0.4	475.00	0.2	3,254.64	0.2	2,375.00	0.2	879.64	37.0
5027 WORKER'S COMP	3,209.00	1.2	3,478.00	1.5	14,103.00	1.1	18,636.00	1.5	4,533.00-	24.3-
5028 OPERATORS SICK PAY	706.08	0.2	2,455.00	1.0	18,789.97	1.5	12,275.00	1.0	6,514.97	53.0
5034 OPERATORS VACATION	4,119.00	1.6	4,444.00	1.9	20,594.80	1.7	22,220.00	1.8	1,625.20-	7.3-
5031 OPERATORS HOLIDAY	2,930.16	1.1	3,273.00	1.4	13,315.52	1.1	16,365.00	1.3	3,049.48-	18.6-
5029 MECHANICS SICK PAY	0.00	0.0	85.00	0.0	3,038.00	0.2	425.00	0.0	2,613.00	614.8
5035 MECHANICS VACATION	1,752.00	0.6	1,724.00	0.7	8,761.96	0.7	8,620.00	0.7	141.96	1.6
5032 MECHANICS HOLIDAY	888.64	0.3	1,024.00	0.4	4,231.44	0.3	5,120.00	0.4	888.56-	17.3-
5037 OPER UNIFORM ALLOW	1,550.78	0.6	733.00	0.3	3,926.92	0.3	3,665.00	0.3	261.92	7.1
5038 MAINT UNIFORM ALLOW	203.65	0.0	560.00	0.2	1,471.96	0.1	2,464.00	0.2	992.04-	40.2-
5120 MAINT TOOL ALLOWANCE	0.00	0.0	54.00	0.0	0.00	0.0	270.00	0.0	270.00-	100.0-
5095 OP/MECH FRINGE RATE	5,819.00-	2.2-	4,868.00-	2.1-	26,463.02-	2.1-	23,793.00-	1.9-	2,670.02-	11.2-
6006 FRINGE BENEFITS	5,478.86-	2.1-	4,415.00-	1.9-	28,085.48-	2.3-	22,075.00-	1.8-	6,010.48-	27.2-
TOTAL FRINGE BENEFIT	84,182.51	33.0	57,246.00	24.7	312,478.06	25.7	290,434.00	24.0	22,044.06	7.5
SERVICES										
5039 MGMNT/CONSULTANT FEE	10,789.18	4.2	11,088.00	4.8	56,981.81	4.6	55,440.00	4.5	1,541.81	2.7
5041 COMMISSIONERS EXP	166.67	0.0	83.00	0.0	833.35	0.0	415.00	0.0	418.35	100.8
5042 OUTSIDE ADVERTISING	104.00	0.0	417.00	0.1	1,265.88	0.1	2,085.00	0.1	819.12-	39.2-
5043 LEGAL EXPENSES	853.14	0.3	833.00	0.3	2,080.86	0.1	4,165.00	0.3	2,084.14-	50.0-
5044 AUDITING EXPENSES	0.00	0.0	0.00	0.0	4,600.00	0.3	4,800.00	0.4	200.00-	4.1-
5045 SERVICE BUREAU	708.04	0.2	1,067.00	0.4	3,439.61	0.2	5,335.00	0.4	1,895.39-	35.5-
5046 SECURITY SERVICE	42.22	0.0	33.00	0.0	402.77	0.0	165.00	0.0	237.77	144.1
5047 REPAIRS BLDG & GRNDS	1,165.55	0.4	917.00	0.4	8,634.29	0.7	4,585.00	0.3	4,049.29	88.3
5048 REPAIRS SHOP EQUIP.	0.00	0.0	143.00	0.0	1,060.01	0.0	715.00	0.0	345.01	48.2
5049 REPAIRS OFFICE EQUIP	15.60	0.0	238.00	0.1	2,098.65	0.1	1,190.00	0.1	908.65	76.3
5050 REPAIRS - RADIOS	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-	100.0-
5051 JANITORIAL SERVICES	641.67	0.2	625.00	0.2	3,008.48	0.2	3,125.00	0.2	116.52-	3.7-
5052 JANITORIAL SUPPLIES	0.00	0.0	31.00	0.0	201.45	0.0	155.00	0.0	46.45	29.9
5081 PRE-EMPLOY MED. EXAM	0.00	0.0	125.00	0.0	400.00	0.0	625.00	0.0	225.00-	36.0-
5100 DRUG & ALCOHOL TESTS	0.00	0.0	250.00	0.1	1,600.00	0.1	1,250.00	0.1	350.00	28.0

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INCOME STATEMENT TRANSIT

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
TOTAL SERVICES	14,486.07	5.6	15,933.00	6.8	86,607.16	7.1	84,465.00	6.9	2,142.16	2.5
MATERIAL & SUPPLIES										
5001 PURCHASES DISCOUNTS	267.08	0.1	250.00	0.1	1,591.69	0.1	1,250.00	0.1	341.69	27.3
5053 FUELS CITY DEPTS	12,397.38	4.8	13,300.00	5.7	65,448.10	5.3	66,500.00	5.4	1,051.90	1.5
5055 GASOLINE OPERATIONS	207.48	0.0	42.00	0.0	1,188.87	0.1	210.00	0.0	978.87	466.1
5056 GASOLINE SUPPORT VEH	30.39	0.0	42.00	0.0	192.09	0.0	210.00	0.0	17.91	8.5
5057 DIESEL OPERATIONS	6,830.13	2.6	7,352.00	3.1	39,079.96	3.2	41,550.00	3.4	2,470.04	5.9
5058 OIL & GREASE	509.69	0.2	290.00	0.1	1,390.17	0.1	1,693.00	0.1	302.83	17.8
5060 TIRES	1,504.58	0.5	1,135.00	0.4	4,344.63	0.3	6,408.00	0.5	2,063.37	32.2
5061 TRANS.-MISC.	34.76	0.0	167.00	0.0	568.54	0.0	835.00	0.0	266.46	31.9
5062 TRANS. SCHED/TKTS	1,134.50	0.4	417.00	0.1	6,586.86	0.5	2,085.00	0.1	4,501.86	215.9
5063 MAINTENANCE PARTS	7,586.88	2.9	3,770.00	1.6	43,732.23	3.6	21,280.00	1.7	22,452.23	105.5
5065 MAINTENANCE SUPPLIES	482.61	0.1	570.00	0.2	2,270.61	0.1	2,850.00	0.2	579.39	20.3
5066 OFFICE SUPPLIES	1,444.71	0.5	1,040.00	0.4	6,444.36	0.5	5,200.00	0.4	1,244.36	23.9
5067 MISC. OFFICE SUPPLIE	0.00	0.0	173.00	0.0	415.47	0.0	865.00	0.0	449.53	51.9
5093 ANTI-FREEZE EXP	36.99	0.0	87.00	0.0	100.42	0.0	435.00	0.0	334.58	76.9
5098 HAZARDOUS MATERIALS	1,392.67	0.5	48.00	0.0	2,086.11	0.1	240.00	0.0	1,846.11	769.2
5099 BODY SHOP SUPPLIES	131.61	0.0	95.00	0.0	494.92	0.0	475.00	0.0	19.92	4.1
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	307.00	0.0	210.00	0.0	97.00	46.1
TOTAL MATERIAL & SUPPLIES	33,457.30	13.1	28,320.00	12.2	173,058.65	14.2	149,796.00	12.3	23,262.65	15.5
UTILITIES										
5068 NATURAL GAS	702.39	0.2	825.00	0.3	998.47	0.0	4,125.00	0.3	3,126.53	75.7
5069 TELEPHONE	552.94	0.2	550.00	0.2	3,110.71	0.2	2,750.00	0.2	360.71	13.1
5070 ELECTRICITY	1,532.21	0.6	1,604.00	0.6	7,522.30	0.6	8,020.00	0.6	497.70	6.2
5071 WATER	117.29	0.0	115.00	0.0	569.51	0.0	575.00	0.0	5.49	0.9
TOTAL UTILITIES	2,904.83	1.1	3,094.00	1.3	12,200.99	1.0	15,470.00	1.2	3,269.01	21.1
INSURANCE										
5072 PUBLIC LIABILITY INS	10,907.00	4.2	8,517.00	3.6	54,523.00	4.4	42,585.00	3.5	11,938.00	28.0
5074 OTHER LIABILITY INS	1,038.00	0.4	1,183.00	0.5	5,188.00	0.4	5,915.00	0.4	727.00	12.2
TOTAL INSURANCE	11,945.00	4.7	9,700.00	4.2	59,711.00	4.9	48,500.00	4.0	11,211.00	23.1
OTHER EXPENSES										
5064 REPAIRS CITY TERMINL	237.85	0.0	250.00	0.1	1,414.77	0.1	1,250.00	0.1	164.77	13.1
5076 OPERATORS LICENSES	35.00	0.0	42.00	0.0	350.00	0.0	210.00	0.0	140.00	66.6
5078 DUES & MEMBERSHIP	0.00	0.0	83.00	0.0	390.00	0.0	415.00	0.0	25.00	6.0
5079 TRAINING & MEETINGS	147.50	0.0	83.00	0.0	380.02	0.0	415.00	0.0	795.02	191.5
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	0.00	0.0	190.00	0.0	190.00	100.0
5097 DEPRECIATION EXPENSE	19,925.00	7.8	24,400.00	10.5	99,625.00	8.2	122,000.00	10.0	22,375.00	18.3
TOTAL OTHER EXPENSES	20,345.35	8.0	24,896.00	10.7	101,399.75	8.3	124,480.00	10.2	23,080.25	18.5
TOTAL EXPENSES	254,411.75	100.0	231,175.00	100.0	1,214,801.60	100.0	1,210,226.00	100.0	4,575.60	0.3
NET INCOME (LOSS)	31,610.37	12.4	10,929.00	4.7	144,948.61	11.9	104,936.00	8.6	40,012.61	38.1

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School

November 2003

INCOME STATEMENT SCHOOL

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 003 VERSION # 000005 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
STUDENT TRANSPORTATION										
4030 PUPIL CONTRACT	178,168.50	78.1	170,204.00	79.0	538,717.50	73.9	510,607.00	74.2	28,110.50	5.5
4031 SKILL CENTER	15,660.00	6.8	12,528.00	5.8	46,980.00	6.4	32,712.00	4.7	14,268.00	43.6
4032 SPECIAL NEEDS	12,510.00	5.4	12,510.00	5.8	34,326.00	4.7	54,210.00	7.8	19,884.00	36.6-
4038 STUDENT TICKETS	2,928.25	1.2	4,000.00	1.8	14,239.75	1.9	12,000.00	1.7	2,239.75	18.6
TOTAL STUDENT TRANSPRTN	209,266.75	91.7	199,242.00	92.4	634,263.25	87.1	609,529.00	88.6	24,734.25	4.0
SCHOOL CHARTERS										
4073 MISCELLANEOUS OTHER	0.00	0.0	0.00	0.0	130.00	0.0	0.00	0.0	130.00	100.0
4077 CHARTER "BAND"	3,219.25	1.4	0.00	0.0	8,776.25	1.2	0.00	0.0	8,776.25	100.0
4079 CHARTER "BASKETBALL"	700.50	0.3	0.00	0.0	700.50	0.1	0.00	0.0	700.50	100.0
4080 CHARTER "CROSSCNTRY"	0.00	0.0	0.00	0.0	4,644.75	0.6	0.00	0.0	4,644.75	100.0
4081 CHARTER "FIELDTRIPS"	10,156.10	4.4	16,000.00	7.4	48,531.85	6.6	77,000.00	11.2	28,468.15	36.9-
4082 CHARTER "FOOTBALL"	3,708.00	1.6	0.00	0.0	9,757.00	1.3	0.00	0.0	9,757.00	100.0
4083 CHARTER "GOLF"	0.00	0.0	0.00	0.0	2,872.00	0.3	0.00	0.0	2,872.00	100.0
4084 CHARTER "HOCKEY"	0.00	0.0	0.00	0.0	2,408.25	0.3	0.00	0.0	2,408.25	100.0
4085 CHARTER "SOCCER"	801.75	0.3	0.00	0.0	12,163.25	1.6	0.00	0.0	12,163.25	100.0
4087 CHARTER "VOLLEYBALL"	0.00	0.0	0.00	0.0	3,101.80	0.4	0.00	0.0	3,101.80	100.0
TOTAL SCHOOL CHARTERS	18,585.60	8.1	16,000.00	7.4	93,085.65	12.7	77,000.00	11.2	16,085.65	20.8
INTEREST INCOME	182.44	0.0	180.00	0.0	797.24	0.1	900.00	0.1	102.76	11.4-
TOTAL SCHOOL REVENUES	228,034.79	100.0	215,422.00	100.0	728,146.14	100.0	687,429.00	100.0	40,717.14	5.9
EXPENSES										
LABOR										
5003 FULLTIME OPERATORS	127.22	0.0	706.00	0.3	1,692.22	0.1	2,273.00	0.2	580.78	25.5-
5010 PART-TIMER OP WAGES	74,274.03	39.8	77,449.00	35.7	285,798.10	32.5	302,835.00	33.0	17,036.90	5.6-
5112 F/T OPERATORS OT	198.59	0.1	0.00	0.0	1,925.57	0.2	0.00	0.0	1,925.57	100.0
5110 OPERATORS O.T. WAGES	1,628.83	0.8	3,626.00	1.6	10,357.84	1.1	11,672.00	1.2	1,314.16	11.2-
5013 WAGES MECHANICS	8,172.07	4.3	7,183.00	3.3	33,960.46	3.8	35,915.00	3.9	1,954.54	5.4-
5017 WAGES TRANS ADMIN	4,664.91	2.5	3,983.00	1.8	28,327.40	3.2	19,915.00	2.1	8,412.40	42.2
5018 WAGES MAINT. ADMIN	2,543.26	1.3	3,207.00	1.4	14,351.80	1.6	16,035.00	1.7	1,683.20	10.5-
5019 WAGES ADMINISTRATION	3,196.67	1.7	3,531.00	1.6	14,705.58	1.6	17,655.00	1.9	2,949.42	16.7-
6003 PAYROLL TRANSACTION	115.82	0.0	0.00	0.0	106.13	0.0	0.00	0.0	106.13	100.0
TOTAL LABOR EXPENSES	94,689.76	50.8	99,685.00	46.0	391,225.10	44.5	406,300.00	44.2	15,074.90	3.7-
FRINGE BENEFITS										
5021 FICA EXPENSE	6,592.01	3.5	7,547.00	3.4	26,974.11	3.0	28,685.00	3.1	1,710.89	5.9-
5024 HEALTH INSURANCE	412.29	0.2	0.00	0.0	1,045.88	0.1	0.00	0.0	1,045.88	100.0
5025 MEDICAL EXAMINATIONS	210.00	0.1	0.00	0.0	210.00	0.0	0.00	0.0	210.00	100.0
5027 WORKER'S COMP	2,626.00	1.4	2,978.00	1.3	11,541.00	1.3	10,874.00	1.1	667.00	6.1
5031 OPERATORS HOL. WAGES	0.00	0.0	6,852.00	3.1	0.00	0.0	6,852.00	0.7	6,852.00	100.0-
5037 OPER UNIFORMS ALLOW	0.00	0.0	300.00	0.1	666.70	0.0	1,500.00	0.1	833.30	55.5-
5038 MAINT UNIFORM ALLOW	164.20	0.0	0.00	0.0	818.61	0.0	0.00	0.0	818.61	100.0
5095 OP/MECH FRINGE RATE	5,819.00	3.1	4,836.00	2.2	26,463.02	3.0	23,626.00	2.5	2,837.02	12.0
6006 FRINGE BENEFITS	5,478.86	2.9	4,373.00	2.0	28,085.48	3.2	21,865.00	2.3	6,220.48	28.4
TOTAL FRINGES	21,302.36	11.4	26,886.00	12.4	95,804.80	10.9	93,402.00	10.1	2,402.80	2.5

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INCOME STATEMENT SCHOOL

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 003 VERSION # 000005 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
SERVICES										
5039 CONSULTANT FEES	10,789.18	5.7	11,088.00	5.1	57,357.36	6.5	55,440.00	6.0	1,917.36	3.4
5041 COMMISSIONERS EXPENSE	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-100.0-	
5042 OUTSIDE ADVERTISING	175.50	0.0	1,250.00	0.5	3,996.66	0.4	6,250.00	0.6	2,253.34-	36.0-
5043 LEGAL EXPENSES	344.51	0.1	417.00	0.1	748.82	0.0	2,085.00	0.2	1,336.18-	64.0-
5044 AUDITING EXPENSES	0.00	0.0	2,400.00	1.1	6,900.00	0.7	7,200.00	0.7	300.00-	4.1-
5045 SERVICE BUREAU	1,452.09	0.7	1,600.00	0.7	6,937.55	0.7	8,000.00	0.8	1,062.45-	13.2-
5046 SECURITY SERVICE	47.80	0.0	50.00	0.0	730.64	0.0	250.00	0.0	480.64	192.2
5047 REPAIRS BLDG & GRNDS	1,008.75	0.5	750.00	0.3	2,519.59	0.2	3,750.00	0.4	1,230.41-	32.8-
5048 REPAIRS SHOP EQUIP.	0.00	0.0	108.00	0.0	983.60	0.1	540.00	0.0	443.60	82.1
5049 OFFICE EQUIP & RPR	14.40	0.0	220.00	0.1	1,614.14	0.1	1,100.00	0.1	514.14	46.7
5050 REPAIRS RADIO	0.00	0.0	83.00	0.0	0.00	0.0	415.00	0.0	415.00-100.0-	
5051 JANITORIAL SERVICES	641.70	0.3	625.00	0.2	2,985.38	0.3	3,125.00	0.3	139.62-	4.4-
5052 JANITORIAL SUPPLIES	0.00	0.0	31.00	0.0	201.44	0.0	155.00	0.0	46.44	29.9
5100 DRUG & ALCOHOL TESTS	0.00	0.0	417.00	0.1	1,390.00	0.1	2,085.00	0.2	695.00-	33.3-
TOTAL SERVICES	14,473.93	7.7	19,122.00	8.8	86,365.18	9.8	90,810.00	9.9	4,444.82-	4.8-
MATERIAL & SUPPLIES										
5055 GASOLINE	519.72	0.2	0.00	0.0	1,804.29	0.2	0.00	0.0	1,804.29	100.0
5056 GASOLINE SUPPORT	7.55	0.0	0.00	0.0	34.73	0.0	0.00	0.0	34.73	100.0
5057 DIESEL	7,190.35	3.8	9,187.00	4.2	26,382.49	3.0	30,941.00	3.3	4,558.51-	14.7-
5058 OIL & GREASE	26.64	0.0	584.00	0.2	654.57	0.0	1,968.00	0.2	1,313.43-	66.7-
5060 TIRES	2,430.14	1.3	1,279.00	0.5	5,142.74	0.5	4,307.00	0.4	835.74	19.4
5061 TRANS-MISC.	497.75	0.2	333.00	0.1	2,497.01	0.2	1,665.00	0.1	832.01	49.9
5062 TRANS. SCHED/TKTS	408.50	0.2	83.00	0.0	1,100.54	0.1	415.00	0.0	685.54	165.1
5063 MAINTENANCE PARTS	5,809.82	3.1	5,841.00	2.7	20,653.50	2.3	19,672.00	2.1	981.50	4.9
5065 MAINTENANCE SUPPLIES	364.09	0.2	430.00	0.2	1,730.58	0.2	2,150.00	0.2	419.42-	19.5-
5066 OFFICE SUPPLIES	1,564.51	0.8	960.00	0.4	4,476.40	0.5	4,800.00	0.5	323.60-	6.7-
5067 MISC. OFFICE SUPPLIE	42.60	0.0	160.00	0.0	270.96	0.0	800.00	0.0	529.04-	66.1-
5093 ANTI-FREEZE EXP	0.00	0.0	0.00	0.0	44.25	0.0	0.00	0.0	44.25	100.0
5098 HAZARDOUS MATERIALS	1,050.61	0.5	36.00	0.0	1,647.41	0.1	180.00	0.0	1,467.41	815.2
5099 BODY SHOP SUPPLIES	99.29	0.0	72.00	0.0	317.15	0.0	360.00	0.0	42.85-	11.9-
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	668.50	0.0	210.00	0.0	458.50	218.3
TOTAL MATERIAL & SUPPLIES	20,011.57	10.7	19,007.00	8.7	67,425.12	7.6	67,468.00	7.3	42.88-	0.0
UTILITIES										
5068 NATURAL GAS	0.00	0.0	675.00	0.3	242.25	0.0	3,375.00	0.3	3,132.75-	92.8-
5069 TELEPHONE	452.41	0.2	450.00	0.2	2,237.86	0.2	2,250.00	0.2	12.14-	0.5-
5070 ELECTRICITY	1,253.63	0.6	1,313.00	0.6	6,154.60	0.7	6,565.00	0.7	410.40-	6.2-
5071 WATER	95.96	0.0	94.00	0.0	465.94	0.0	470.00	0.0	4.06-	0.8-
TOTAL UTILITIES	1,802.00	0.9	2,532.00	1.1	9,100.65	1.0	12,660.00	1.3	3,559.35-	28.1-
INSURANCE										
5072 PUBLIC LIABILITY	11,816.00	6.3	27,958.00	12.9	119,086.00	13.5	139,790.00	15.2	20,704.00-	14.8-
5074 OTHER LIABILITY	1,009.00	0.5	800.00	0.3	3,843.82	0.4	4,000.00	0.4	156.18-	3.9-
TOTAL INSURANCE	12,825.00	6.8	28,758.00	13.2	122,929.82	14.0	143,790.00	15.6	20,860.18-	14.5-

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INCOME STATEMENT SCHOOL

NOVEMBER 01, 2003 - NOVEMBER 30, 2003

REPORT # 003 VERSION # 000005 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
OTHER EXPENSES										
5076 OPERATORS LICENSES	35.00	0.0	292.00	0.1	630.00	0.0	1,460.00	0.1	830.00-	56.8-
5078 DUES & MEMBERSHIP	0.00	0.0	167.00	0.0	0.00	0.0	835.00	0.0	835.00-	100.0-
5079 TRAINING & MEETINGS	1,412.50	0.7	125.00	0.0	1,869.01	0.2	625.00	0.0	1,244.01	199.0
5080 TOLLS	0.00	0.0	0.00	0.0	36.00	0.0	0.00	0.0	36.00	100.0
5081 PRE-EMPLOYMENT EXAM	0.00	0.0	333.00	0.1	4,060.00	0.4	1,665.00	0.1	2,395.00	143.8
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	0.00	0.0	190.00	0.0	190.00-	100.0-
5097 DEPRECIATION EXPENSE	19,630.00	10.5	19,660.00	9.0	98,150.00	11.1	98,300.00	10.7	150.00-	0.1-
TOTAL OTHER EXPENSES	21,077.50	11.3	20,615.00	9.5	104,745.01	11.9	103,075.00	11.2	1,670.01	1.6
TOTAL EXPENSES	186,182.12	100.0	216,605.00	100.0	877,595.68	100.0	917,505.00	100.0	39,909.32-	4.3-
NET INCOME	41,852.67	22.4	1,183.00-	0.5-	149,449.54-	17.0-	230,076.00-	25.0-	80,626.46	35.0

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December 2003

INCOME STATEMENT TRANSIT

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR
FAREBOX REVENUE										
4010 FAREBOX	14,718.72	7.3	8,120.00	3.6	77,796.11	6.1	52,780.00	3.9	25,016.11	47.4
4011 TICKETS - ADULTS	1,296.00	0.6	1,700.00	0.7	11,231.00	0.8	10,200.00	0.7	1,031.00	10.1
4012 TICKETS - SENIORS	500.00	0.2	675.00	0.3	4,845.00	0.3	4,050.00	0.3	795.00	19.6
4013 TICKETS - STUDENTS	0.00	0.0	825.00	0.3	0.00	0.0	4,950.00	0.3	4,950.00	-100.0
4014 MONTHLY FULL FARE	1,370.00	0.6	1,000.00	0.4	9,297.50	0.7	6,000.00	0.4	3,297.50	54.9
4015 HANDICAPPED FEES	1,352.93	0.6	825.00	0.3	8,817.23	0.6	4,950.00	0.3	3,867.23	78.1
4058 MONTHLY HALF FARE	822.50	0.4	1,300.00	0.5	8,618.25	0.6	7,800.00	0.5	818.25	10.4
TOTAL FAREBOX & TICKETS	20,060.15	10.0	14,445.00	6.5	120,605.09	9.5	90,730.00	6.8	29,875.09	32.9
TRANSIT CHARTER										
4050 SPECIAL FARE	1,020.00	0.5	2,000.00	0.9	8,851.50	0.7	12,000.00	0.9	3,148.50	26.2
TOTAL SPECIAL FARES	1,020.00	0.5	2,000.00	0.9	8,851.50	0.7	12,000.00	0.9	3,148.50	26.2
OTHER INCOME										
4039 SALE FUELS CITY	527.08	0.2	13,300.00	6.0	69,106.30	5.4	79,800.00	6.0	10,693.70	13.4
4056 RENT BUS TERMINAL	1,600.00	0.8	1,600.00	0.7	9,600.00	0.7	9,600.00	0.7	0.00	0.0
4057 NH EMPLOYMENT DIV	13,240.17	6.6	0.00	0.0	13,240.17	1.0	0.00	0.0	13,240.17	100.0
4060 ADVERTISING SERVICES	6,044.50	3.0	3,700.00	1.6	30,531.00	2.4	22,200.00	1.6	8,331.00	37.5
4061 INSURANCE RPR REFUND	202.45	0.1	0.00	0.0	202.45	0.0	0.00	0.0	202.45	100.0
4070 SALES MAINT. SERVICE	528.49	0.2	3,000.00	1.3	11,675.44	0.9	18,000.00	1.3	6,324.56	35.1
4071 SALE OF BUSES & VEH	0.00	0.0	0.00	0.0	118.97	0.0	0.00	0.0	118.97	100.0
4072 INTEREST INCOME	490.57	0.2	870.00	0.4	2,058.06	0.1	5,220.00	0.3	3,161.94	60.5
4073 MISCELLANEOUS	48.73	0.0	25.00	0.0	2,460.82	0.1	150.00	0.0	2,310.82	*****
4075 SENIOR PICTURES	10.00	0.0	12.00	0.0	140.00	0.0	72.00	0.0	68.00	94.4
TOTAL OTHER REVENUE	22,594.53	11.2	22,507.00	10.2	139,133.21	10.9	135,042.00	10.1	4,091.21	3.0
TOTAL OPERATION REVENUE	43,674.68	21.8	38,952.00	17.6	268,589.80	21.1	237,772.00	17.9	30,817.80	12.9
ASSISTANCE										
4090 OPER. ASST. C. OF M.	70,833.33	35.3	81,097.00	36.8	424,999.98	33.4	486,582.00	36.7	61,582.02	12.6
4091 OPER. ASST. BEDFORD	3,300.00	1.6	3,300.00	1.5	19,800.00	1.5	19,800.00	1.4	0.00	0.0
4092 OPER. ASST. NHDES	0.00	0.0	0.00	0.0	4,142.00	0.3	0.00	0.0	4,142.00	100.0
4130 OPER. ASST., SEC.9	82,498.00	41.1	96,897.00	43.9	552,627.22	43.5	581,382.00	43.8	28,754.78	4.9
TOTAL ASSISTANCE	156,631.33	78.2	181,294.00	82.3	1,001,569.20	78.8	1,087,764.00	82.0	86,194.80	7.9
TOTAL REVENUES	200,306.01	100.0	220,246.00	100.0	1,270,159.00	100.0	1,325,536.00	100.0	55,377.00	4.1
EXPENSES										
LABOR										
5010 OPERATORS WAGES	65,908.60	30.1	61,997.00	25.4	330,800.31	23.0	362,649.00	24.9	31,848.69	8.7
5011 OPERATORS WAGES E&H	4,255.47	1.9	5,391.00	2.2	34,280.19	2.3	31,534.00	2.1	2,746.19	8.7
5110 OPERATORS O.T. WAGES	5,928.09	2.7	3,030.00	1.2	46,984.88	3.2	17,723.00	1.2	29,261.88	165.1
5110 OPERATOR O.T. E&H	31.99	0.0	3,030.00	1.2	2,671.27	0.1	17,723.00	1.2	15,051.73	84.9
5013 MECHANICS WAGES	12,404.98	5.6	12,770.00	5.2	67,247.57	4.6	76,620.00	5.2	9,372.43	12.2
5113 MECHANICS O.T. WAGES	1,658.73	0.7	0.00	0.0	2,608.04	0.1	0.00	0.0	2,608.04	100.0
5017 TRANS ADMIN WAGES	6,599.71	3.0	5,831.00	2.3	34,930.67	2.4	34,986.00	2.4	55.33	0.1
5018 WAGES MAINT. ADMIN	2,813.00	1.2	3,474.00	1.4	17,841.52	1.2	20,844.00	1.4	3,002.48	14.4
5019 WAGES OFFICE ADMIN	5,720.57	2.6	5,930.00	2.4	29,739.44	2.0	35,580.00	2.4	5,840.56	16.4

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INCOME STATEMENT TRANSIT

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
5117 WAGES TRANSP O.T.	1,109.44	0.5	96.00	0.0	7,477.66	0.5	576.00	0.0	6,901.66	*****
5119 WAGES OFFICE O.T.	0.00	0.0	79.00	0.0	539.28	0.0	474.00	0.0	65.28	13.7
6003 PAYROLL TRANSACTION	655.74-	0.3-	0.00	0.0	0.00	0.0	0.00	0.0	0.00	*****
TOTAL LABOR	105,774.84	48.3	101,628.00	41.6	575,120.83	40.1	598,709.00	41.1	23,588.17-	3.9-
FRINGE BENEFITS										
5004 TRANS ADM SICK WAGES	461.81	0.2	127.00	0.0	1,857.53	0.1	762.00	0.0	1,095.53	143.7
5005 TRANS ADM VAC WAGES	1,201.82	0.5	754.00	0.3	6,911.12	0.4	4,524.00	0.3	2,387.12	52.7
5006 TRANS ADM HOL WAGES	1,222.62	0.5	424.00	0.1	2,934.94	0.2	2,544.00	0.1	390.94	15.3
5007 MAINT ADM SICK WAGES	0.00	0.0	86.00	0.0	572.48	0.0	516.00	0.0	56.48	10.9
5008 MAINT ADM VAC WAGES	523.60	0.2	286.00	0.1	3,010.31	0.2	1,716.00	0.1	1,294.31	75.4
5009 MAINT ADM HOL WAGES	642.56	0.2	371.00	0.1	1,999.12	0.1	2,226.00	0.1	226.88-	10.1-
5014 OFFICE VAC WAGES	1,487.28	0.6	533.00	0.2	4,478.89	0.3	3,198.00	0.2	1,280.89	40.0
5015 OFFICE HOLIDAY WAGES	802.32	0.3	403.00	0.1	3,052.51	0.2	2,418.00	0.1	634.51	26.2
5016 OFFICE SICK WAGES	0.00	0.0	121.00	0.0	2,594.20	0.1	726.00	0.0	1,868.20	257.3
5021 F.I.C.A.	10,283.77	4.7	9,601.00	3.9	56,251.96	3.9	56,708.00	3.9	456.04-	0.8-
5022 N.H. UNEMPLOYMENT	481.00	0.2	461.00	0.1	2,886.00	0.2	2,766.00	0.1	120.00	4.3
5023 PENSION	3,876.28	1.7	4,195.00	1.7	23,874.28	1.6	25,170.00	1.7	1,295.72-	5.1-
5024 HEALTH INSURANCE	7,673.17-	3.5-	31,591.00	12.9	178,264.90	12.4	189,546.00	13.0	11,281.10-	5.9-
5025 MEDICAL EXAMINATION	0.00	0.0	0.00	0.0	160.00	0.0	0.00	0.0	160.00	100.0
5026 LIFE INSURANCE	0.00	0.0	475.00	0.1	3,254.64	0.2	2,850.00	0.2	404.64	14.2
5027 WORKER'S COMP	3,209.00	1.4	3,801.00	1.5	17,312.00	1.2	22,437.00	1.5	5,125.00-	22.8-
5028 OPERATORS SICK PAY	915.70	0.4	2,455.00	1.0	19,705.67	1.3	14,730.00	1.0	4,975.67	33.7
5034 OPERATORS VACATION	4,119.00	1.8	4,444.00	1.8	24,713.80	1.7	26,664.00	1.8	1,950.20-	7.3-
5031 OPERATORS HOLIDAY	7,648.88	3.5	3,273.00	1.3	20,964.40	1.4	19,638.00	1.3	1,326.40	6.7
5029 MECHANICS SICK PAY	0.00	0.0	85.00	0.0	3,038.00	0.2	510.00	0.0	2,528.00	495.6
5035 MECHANICS VACATION	1,752.00	0.8	1,724.00	0.7	10,513.96	0.7	10,344.00	0.7	169.96	1.6
5032 MECHANICS HOLIDAY	2,132.72	0.9	1,024.00	0.4	6,364.16	0.4	6,144.00	0.4	220.16	3.5
5037 OPER UNIFORM ALLOW	412.49	0.1	733.00	0.3	4,339.41	0.3	4,398.00	0.3	58.59-	1.3-
5038 MAINT UNIFORM ALLOW	408.73	0.1	448.00	0.1	1,880.69	0.1	2,912.00	0.2	1,031.31-	35.4-
5120 MAINT TOOL ALLOWANCE	0.00	0.0	54.00	0.0	0.00	0.0	324.00	0.0	324.00-	100.0-
5095 OP/MECH FRINGE RATE	4,452.42-	2.0-	4,818.00-	1.9-	30,915.44-	2.1-	28,611.00-	1.9-	2,304.44-	8.0-
6006 FRINGE BENEFITS	5,934.78-	2.7-	4,415.00-	1.8-	34,020.26-	2.3-	26,490.00-	1.8-	7,530.26-	28.4-
TOTAL FRINGE BENEFIT	23,521.21	10.7	58,236.00	23.8	335,999.27	23.4	348,670.00	23.9	12,670.73-	3.6-
SERVICES										
5039 MGMNT/CONSULTANT FEE	10,694.80	4.8	11,088.00	4.5	67,676.61	4.7	66,528.00	4.5	1,148.61	1.7
5041 COMMISSIONERS EXP	166.67	0.0	83.00	0.0	1,000.02	0.0	498.00	0.0	502.02	100.8
5042 OUTSIDE ADVERTISING	141.40	0.0	417.00	0.1	1,407.28	0.1	2,502.00	0.1	1,094.72-	43.7-
5043 LEGAL EXPENSES	0.00	0.0	833.00	0.3	2,080.86	0.1	4,998.00	0.3	2,917.14-	58.3-
5044 AUDITING EXPENSES	440.00	0.2	0.00	0.0	5,040.00	0.3	4,800.00	0.3	240.00	5.0
5045 SERVICE BUREAU	1,082.19	0.5	1,067.00	0.4	4,521.80	0.3	6,402.00	0.4	1,880.20-	29.3-
5046 SECURITY SERVICE	48.75	0.0	33.00	0.0	451.52	0.0	198.00	0.0	253.52	128.0
5047 REPAIRS BLG & GRNDS	1,316.45	0.6	917.00	0.3	9,950.74	0.6	5,502.00	0.3	4,448.74	80.8
5048 REPAIRS SHOP EQUIP.	0.00	0.0	143.00	0.0	1,060.01	0.0	858.00	0.0	202.01	23.5
5049 REPAIRS OFFICE EQUIP	142.92	0.0	238.00	0.1	2,241.57	0.1	1,428.00	0.1	813.57	56.9
5050 REPAIRS - RADIOS	0.00	0.0	83.00	0.0	0.00	0.0	498.00	0.0	498.00-	100.0-
5051 JANITORIAL SERVICES	539.70	0.2	625.00	0.2	3,548.18	0.2	3,750.00	0.2	201.82-	5.3-
5052 JANITORIAL SUPPLIES	61.12	0.0	31.00	0.0	262.57	0.0	186.00	0.0	76.57	41.1
5081 PRE-EMPLOY MED. EXAM	0.00	0.0	125.00	0.0	400.00	0.0	750.00	0.0	350.00-	46.6-

INCOME STATEMENT TRANSIT

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
5100 DRUG & ALCOHOL TESTS	340.00	0.1	250.00	0.1	1,940.00	0.1	1,500.00	0.1	440.00	29.3
6002 MARKETING EXPENSE	220.50	0.1	0.00	0.0	220.50	0.0	0.00	0.0	220.50	100.0
TOTAL SERVICES	15,194.50	6.9	15,933.00	6.5	101,801.66	7.1	100,398.00	6.9	1,403.66	1.4
MATERIAL & SUPPLIES										
5001 PURCHASES DISCOUNTS	384.16-	0.1-	250.00-	0.1-	1,975.85-	0.1-	1,500.00-	0.1-	475.85-	31.7-
5053 FUELS CITY DEPTS	13,916.44	6.3	13,300.00	5.4	79,364.54	5.5	79,800.00	5.4	435.46-	0.5-
5055 GASOLINE OPERATIONS	220.60	0.1	42.00	0.0	1,409.47	0.1	252.00	0.0	1,157.47	459.3
5056 GASOLINE SUPPORT VEH	22.40	0.0	42.00	0.0	214.49	0.0	252.00	0.0	37.51-	14.8-
5057 DIESEL OPERATIONS	8,115.44	3.7	8,575.00	3.5	47,195.40	3.2	50,125.00	3.4	2,929.60-	5.8-
5058 OIL & GREASE	147.60	0.0	352.00	0.1	1,537.77	0.1	2,045.00	0.1	507.23-	24.8-
5060 TIRES	647.28	0.3	1,322.00	0.5	4,991.91	0.3	7,730.00	0.5	2,738.09-	35.4-
5061 TRANS.-MISC.	37.36	0.0	167.00	0.0	605.90	0.0	1,002.00	0.0	396.10-	39.5-
5062 TRANS. SCHED/TKTS	0.00	0.0	417.00	0.1	6,586.86	0.4	2,502.00	0.1	4,084.86	163.2
5063 MAINTENANCE PARTS	13,824.32	6.3	4,390.00	1.8	57,556.55	4.0	25,670.00	1.7	31,886.55	124.2
5065 MAINTENANCE SUPPLIES	254.47	0.1	570.00	0.2	2,525.08	0.1	3,420.00	0.2	894.92-	26.1-
5066 OFFICE SUPPLIES	614.82	0.2	1,040.00	0.4	7,059.18	0.4	6,240.00	0.4	819.18	13.1
5067 MISC. OFFICE SUPPLIE	219.02	0.1	173.00	0.0	634.49	0.0	1,038.00	0.0	403.51-	38.8-
5093 ANTI-FREEZE EXP	0.00	0.0	87.00	0.0	100.42	0.0	522.00	0.0	421.58-	80.7-
5098 HAZARDOUS MATERIALS	0.00	0.0	48.00	0.0	2,086.11	0.1	288.00	0.0	1,798.11	624.3
5099 BODY SHOP SUPPLIES	19.60	0.0	95.00	0.0	514.52	0.0	570.00	0.0	55.48-	9.7-
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	307.00	0.0	252.00	0.0	55.00	21.8
TOTAL MATERIAL & SUPPLIES	37,655.19	17.2	30,412.00	12.4	210,713.84	14.7	180,208.00	12.3	30,505.84	16.9
UTILITIES										
5068 NATURAL GAS	1,892.45	0.8	825.00	0.3	2,890.92	0.2	4,950.00	0.3	2,059.08-	41.6-
5069 TELEPHONE	530.00	0.2	550.00	0.2	3,640.71	0.2	3,300.00	0.2	340.71	10.3
5070 ELECTRICITY	1,852.77	0.8	1,604.00	0.6	9,375.07	0.6	9,624.00	0.6	248.93-	2.5-
5071 WATER	106.95	0.0	115.00	0.0	676.46	0.0	690.00	0.0	13.54-	1.9-
TOTAL UTILITIES	4,382.17	2.0	3,094.00	1.2	16,583.16	1.1	18,564.00	1.2	1,980.84-	10.6-
INSURANCE										
5072 PUBLIC LIABILITY INS	10,907.00	4.9	8,517.00	3.4	65,430.00	4.5	51,102.00	3.5	14,328.00	28.0
5074 OTHER LIABILITY INS	1,038.00	0.4	1,183.00	0.4	6,226.00	0.4	7,098.00	0.4	872.00-	12.2-
TOTAL INSURANCE	11,945.00	5.4	9,700.00	3.9	71,656.00	5.0	58,200.00	4.0	13,456.00	23.1
OTHER EXPENSES										
5064 REPAIRS CITY TERMINL	0.00	0.0	250.00	0.1	1,414.77	0.1	1,500.00	0.1	85.23-	5.6-
5076 OPERATORS LICENSES	70.00	0.0	42.00	0.0	420.00	0.0	252.00	0.0	168.00	66.6
5078 DUES & MEMBERSHIP	125.00	0.0	83.00	0.0	515.00	0.0	498.00	0.0	17.00	3.4
5079 TRAINING & MEETINGS	0.00	0.0	83.00	0.0	380.02-	0.0	498.00	0.0	878.02-	176.3-
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	0.00	0.0	228.00	0.0	228.00-	100.0-
5097 DEPRECIATION EXPENSE	19,925.00	9.1	24,400.00	10.0	119,550.00	8.3	146,400.00	10.0	26,850.00-	18.3-
TOTAL OTHER EXPENSES	20,120.00	9.2	24,896.00	10.2	121,519.75	8.4	149,376.00	10.2	27,856.25-	18.6-
TOTAL EXPENSES	218,592.91	100.0	243,899.00	100.0	1,433,394.51	100.0	1,454,125.00	100.0	20,730.49-	1.4-

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MANCHESTER TRANSIT AUTHORITY

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INCOME STATEMENT TRANSIT

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 002 VERSION # 000196 FORMAT # 02

	----- CURRENT PERIOD -----				----- YEAR TO DATE -----				----- YTD NET CHANGE -----	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
NET INCOME (LOSS)	18,286.90-	8.3-	23,653.00-	9.7-	163,235.51-	11.3-	128,589.00-	8.8-	34,646.51-	26.9-

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School

December 2003

INCOME STATEMENT SCHOOL

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 003 VERSION # 000005 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
STUDENT TRANSPORTATION										
4030 PUPIL CONTRACT	179,572.50	79.1	170,204.00	80.1	718,290.00	75.2	680,811.00	75.6	37,479.00	5.5
4031 SKILL CENTER	15,660.00	6.9	12,528.00	5.9	62,640.00	6.5	45,240.00	5.0	17,400.00	38.4
4032 SPECIAL NEEDS	12,510.00	5.5	12,510.00	5.8	46,836.00	4.9	66,720.00	7.4	19,884.00-	29.8-
4038 STUDENT TICKETS	4,057.50	1.7	4,000.00	1.8	18,297.25	1.9	16,000.00	1.7	2,297.25	14.3
TOTAL STUDENT TRANSPRTN	211,800.00	93.3	199,242.00	93.8	846,063.25	88.6	808,771.00	89.8	37,292.25	4.6
SCHOOL CHARTERS										
4073 MISCELLANEOUS OTHER	25.00-	0.0	0.00	0.0	105.00	0.0	0.00	0.0	105.00	100.0
4077 CHARTER "BAND"	1,692.00	0.7	0.00	0.0	10,468.25	1.1	0.00	0.0	10,468.25	100.0
4079 CHARTER "BASKETBALL"	3,298.75	1.4	0.00	0.0	3,999.25	0.4	0.00	0.0	3,999.25	100.0
4080 CHARTER "CROSSCNTRY"	0.00	0.0	0.00	0.0	4,644.75	0.4	0.00	0.0	4,644.75	100.0
4081 CHARTER "FIELDTRIPS"	6,180.00	2.7	13,000.00	6.1	54,711.85	5.7	90,000.00	10.0	35,288.15-	39.2-
4082 CHARTER "FOOTBALL"	97.00	0.0	0.00	0.0	9,854.00	1.0	0.00	0.0	9,854.00	100.0
4083 CHARTER "GOLF"	0.00	0.0	0.00	0.0	2,872.00	0.3	0.00	0.0	2,872.00	100.0
4084 CHARTER "HOCKEY"	939.50	0.4	0.00	0.0	3,347.75	0.3	0.00	0.0	3,347.75	100.0
4085 CHARTER "SOCCER"	0.00	0.0	0.00	0.0	12,163.25	1.2	0.00	0.0	12,163.25	100.0
4086 CHARTER "TRACK"	968.50	0.4	0.00	0.0	968.50	0.1	0.00	0.0	968.50	100.0
4087 CHARTER "VOLLEYBALL"	0.00	0.0	0.00	0.0	3,101.80	0.3	0.00	0.0	3,101.80	100.0
4088 CHARTER "WRESTLING"	1,672.50	0.7	0.00	0.0	1,672.50	0.1	0.00	0.0	1,672.50	100.0
TOTAL SCHOOL CHARTERS	14,823.25	6.5	13,000.00	6.1	107,908.90	11.3	90,000.00	10.0	17,908.90	19.9
INTEREST INCOME	179.64	0.0	180.00	0.0	976.88	0.1	1,080.00	0.1	103.12-	9.5-
TOTAL SCHOOL REVENUES	226,802.89	100.0	212,422.00	100.0	954,949.03	100.0	899,851.00	100.0	55,098.03	6.1
EXPENSES										
LABOR										
5003 FULLTIME OPERATORS	93.26	0.0	590.00	0.3	1,785.48	0.1	2,863.00	0.2	1,077.52-	37.6-
5010 PART-TIMER OP WAGES	62,860.39	33.1	64,731.00	32.5	348,658.49	32.6	367,566.00	32.9	18,907.51-	5.1-
5112 P/T OPERATORS OT	161.52	0.0	0.00	0.0	2,087.09	0.2	0.00	0.0	2,087.09	100.0
5110 OPERATORS O.T. WAGES	597.58	0.3	3,030.00	1.5	10,955.42	1.0	14,702.00	1.3	3,746.58-	25.4-
5013 WAGES MECHANICS	6,441.15	3.4	7,183.00	3.6	40,401.61	3.7	43,098.00	3.8	2,696.39-	6.2-
5017 WAGES TRANS ADMIN	5,102.80	2.6	3,983.00	2.0	33,430.20	3.1	23,898.00	2.1	9,532.20	39.8
5018 WAGES MAINT. ADMIN	2,598.89	1.3	3,207.00	1.6	16,950.69	1.5	19,242.00	1.7	2,291.31-	11.9-
5019 WAGES ADMINISTRATION	3,102.60	1.6	3,531.00	1.7	17,808.18	1.6	21,186.00	1.9	3,377.82-	15.9-
6003 PAYROLL TRANSACTION	310.23-	0.1-	0.00	0.0	204.10-	0.0	0.00	0.0	204.10-	100.0
TOTAL LABOR EXPENSES	80,647.96	42.5	86,255.00	43.3	471,873.06	44.2	492,555.00	44.1	20,681.94-	4.2-
FRINGE BENEFITS										
5021 FICA EXPENSE	6,558.90	3.4	6,685.00	3.3	33,533.01	3.1	35,370.00	3.1	1,836.99-	5.1-
5024 HEALTH INSURANCE	1,477.03-	0.7-	0.00	0.0	431.15-	0.0	0.00	0.0	431.15-	100.0
5025 MEDICAL EXAMINATIONS	0.00	0.0	0.00	0.0	210.00	0.0	0.00	0.0	210.00	100.0
5027 WORKER'S COMP	2,626.00	1.3	2,596.00	1.3	14,167.00	1.3	13,470.00	1.2	697.00	5.1
5031 OPERATORS HOL. WAGES	6,939.80	3.6	3,426.00	1.7	6,939.80	0.6	10,278.00	0.9	3,338.20-	32.4-
5034 OPERATORS VACATION	4,534.50	2.3	5,472.00	2.7	4,534.50	0.4	5,472.00	0.4	937.50-	17.1-
5037 OPER UNIFORMS ALLOW	0.00	0.0	300.00	0.1	666.70	0.0	1,800.00	0.1	1,133.30-	62.9-
5038 MAINT UNIFORM ALLOW	194.22	0.1	0.00	0.0	1,012.83	0.0	0.00	0.0	1,012.83	100.0
5095 OP/MECH FRINGE RATE	4,452.42	2.3	4,785.00	2.4	30,915.44	2.9	28,411.00	2.5	2,504.44	8.8

B

INCOME STATEMENT SCHOOL

DECEMBER 01, 2003 - DECEMBER 31, 2003

REPORT # 003 VERSION # 000005 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
6006 FRINGE BENEFITS	5,934.78	3.1	4,373.00	2.2	34,020.26	3.1	26,238.00	2.3	7,782.26	29.6
TOTAL FRINGES	29,763.59	15.7	27,637.00	13.8	125,568.39	11.7	121,039.00	10.8	4,529.39	3.7
SERVICES										
5039 CONSULTANT FEES	10,694.78	5.6	11,088.00	5.5	68,052.14	6.3	66,528.00	5.9	1,524.14	2.2
5041 COMMISSIONERS EXPENSE	0.00	0.0	83.00	0.0	0.00	0.0	498.00	0.0	498.00-100.0-	
5042 OUTSIDE ADVERTISING	1,128.00	0.6	1,250.00	0.6	5,124.66	0.4	7,500.00	0.6	2,375.34-	31.6-
5043 LEGAL EXPENSES	0.00	0.0	417.00	0.2	748.82	0.0	2,502.00	0.2	1,753.18-	70.0-
5044 AUDITING EXPENSES	660.00	0.3	0.00	0.0	7,560.00	0.7	7,200.00	0.6	360.00	5.0
5045 SERVICE BUREAU	882.93	0.4	1,600.00	0.8	7,820.48	0.7	9,600.00	0.8	1,779.52-	18.5-
5046 SECURITY SERVICE	45.00	0.0	50.00	0.0	775.64	0.0	300.00	0.0	475.64	158.5
5047 REPAIRS BLDG & GRNDS	812.00	0.4	750.00	0.3	3,331.59	0.3	4,500.00	0.4	1,168.41-	25.9-
5048 REPAIRS SHOP EQUIP.	0.00	0.0	108.00	0.0	983.60	0.0	648.00	0.0	335.60	51.7
5049 OFFICE EQUIP & RPR	133.08	0.0	220.00	0.1	1,747.22	0.1	1,320.00	0.1	427.22	32.3
5050 REPAIRS RADIO	0.00	0.0	83.00	0.0	0.00	0.0	498.00	0.0	498.00-100.0-	
5051 JANITORIAL SERVICES	539.75	0.2	625.00	0.3	3,525.13	0.3	3,750.00	0.3	224.87-	6.0-
5052 JANITORIAL SUPPLIES	61.12	0.0	31.00	0.0	262.56	0.0	186.00	0.0	76.56	41.1
5100 DRUG & ALCOHOL TESTS	2,620.00	1.3	417.00	0.2	4,010.00	0.3	2,502.00	0.2	1,508.00	60.2
TOTAL SERVICES	17,576.66	9.2	16,722.00	8.4	103,941.84	9.7	107,532.00	9.6	3,590.16-	3.3-
MATERIAL & SUPPLIES										
5055 GASOLINE	552.48	0.2	0.00	0.0	2,356.77	0.2	0.00	0.0	2,356.77	100.0
5056 GASOLINE SUPPORT	13.64	0.0	0.00	0.0	48.37	0.0	0.00	0.0	48.37	100.0
5057 DIESEL	7,838.57	4.1	7,892.00	3.9	34,221.06	3.2	38,833.00	3.4	4,611.94-	11.8-
5058 OIL & GREASE	48.84	0.0	502.00	0.2	703.41	0.0	2,470.00	0.2	1,766.59-	71.5-
5060 TIRES	1,103.02	0.5	1,098.00	0.5	6,245.76	0.5	5,405.00	0.4	840.76	15.5
5061 TRANS-MISC.	139.36	0.0	333.00	0.1	2,636.37	0.2	1,998.00	0.1	638.37	31.9
5062 TRANS. SCHED/TKTS	593.00	0.3	83.00	0.0	1,693.54	0.1	498.00	0.0	1,195.54	240.0
5063 MAINTENANCE PARTS	2,717.22	1.4	5,018.00	2.5	23,370.72	2.1	24,690.00	2.2	1,319.28-	5.3-
5065 MAINTENANCE SUPPLIES	192.75	0.1	430.00	0.2	1,923.33	0.1	2,580.00	0.2	656.67-	25.4-
5066 OFFICE SUPPLIES	28.77	0.0	960.00	0.4	4,505.17	0.4	5,760.00	0.5	1,254.83-	21.7-
5067 MISC. OFFICE SUPPLIE	213.41	0.1	160.00	0.0	484.37	0.0	960.00	0.0	475.63-	49.5-
5093 ANTI-FREEZE EXP	0.00	0.0	0.00	0.0	44.25	0.0	0.00	0.0	44.25	100.0
5098 HAZARDOUS MATERIALS	0.00	0.0	36.00	0.0	1,647.41	0.1	216.00	0.0	1,431.41	662.6
5099 BODY SHOP SUPPLIES	14.78	0.0	72.00	0.0	331.93	0.0	432.00	0.0	100.07-	23.1-
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	668.50	0.0	252.00	0.0	416.50	165.2
TOTAL MATERIAL & SUPPLIES	13,455.84	7.1	16,626.00	8.3	80,880.96	7.5	84,094.00	7.5	3,213.04-	3.8-
UTILITIES										
5068 NATURAL GAS	1,548.36	0.8	675.00	0.3	1,790.61	0.1	4,050.00	0.3	2,259.39-	55.7-
5069 TELEPHONE	433.62	0.2	450.00	0.2	2,671.48	0.2	2,700.00	0.2	28.52-	1.0-
5070 ELECTRICITY	1,515.90	0.8	1,313.00	0.6	7,670.50	0.7	7,878.00	0.7	207.50-	2.6-
5071 WATER	87.50	0.0	94.00	0.0	553.44	0.0	564.00	0.0	10.56-	1.8-
TOTAL UTILITIES	3,585.38	1.8	2,532.00	1.2	12,686.03	1.1	15,192.00	1.3	2,505.97-	16.5-
INSURANCE										
5072 PUBLIC LIABILITY	23,816.00	12.5	27,958.00	14.0	142,902.00	13.3	167,748.00	15.0	24,846.00-	14.8-
5074 OTHER LIABILITY	709.00	0.3	800.00	0.4	4,552.82	0.4	4,800.00	0.4	247.18-	5.1-

B

Commissioners Memorandum



To: Commissioners
From: Bob Jeniski, Operations Manager
Date: December 16, 2003
Re: Transit Statistical Report – November 2003

The following chart details the comparison between current and previous years for service in November.

	2002 19	November 2003 19	Percent Difference
AM AIRPORT- Route #1	358	341	-4.75%
PM AIRPORT-Route #1	352	378	7.39%
Lake-Hanover St. Route #2	2803	2563	-8.56%
Goffsfalls Route #3	622	833	33.92%
Page-Elliott Route #4	1626	1527	-6.09%
Pinard-Bremer Route #5	1012	920	-9.09%
Gossler-St. Anselm Route #6	1390	1556	11.94%
VA Hospital Route #7	1604	1578	-1.62%
So. Willow Route #8	2271	2845	25.28%
DW Highway-River Rd. Route #9	1635	1710	4.59%
Valley-Weston Rd. Route #10	2662	2960	11.19%
Front St. Route #11	1286	1364	6.07%
So. Beech Route #12	2531	2477	-2.13%
Bedford Mall Route #13	5972	2960	-50.44%
VISTA SHUTTLE	207	340	64.25%
SHOP&SAVE SHUTTLE	372	620	66.67%
VERIZON WIRELESS SHUTTLE	1801	1709	-5.11%
CCT	105	288	174.29%
Weekday Fixed Route Totals	28609	26969	-5.73%
Saturday Fixed Route Totals	3472	3712	6.91%
MTA Specials & Excursions	0	0	#DIV/0!
Fixed Route Weekday Average	1506	1419	-5.75%
Total Transit Passengers Served	32081	30681	-4.36%

The two attached pages show the graph of service changes over the past fiscal years and the standard report.

Please let me know if you have any questions


 Bob Jeniski
 Operations Manager

B

Commissioners Memorandum



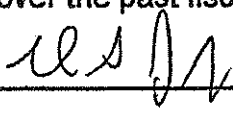
To: Commissioners
From: Bob Jeniski, Operations Manager
Date: January 6, 2004
Re: Transit Statistical Report – December 2003

The following chart details the comparison between current and previous years for service in December.

	2002 21	December 2003 22	Percent Difference
AM AIRPORT- Route #1	325	399	22.77%
PM AIRPORT-Route #1	321	364	13.40%
Lake-Hanover St. Route #2	2626	2921	11.23%
Goffsfalls Route #3	659	1048	59.03%
Page-Elliott Route #4	1800	1755	-2.50%
Pinard-Bremer Route #5	1025	984	-4.00%
Gossler-St. Anselm Route #6	1324	1778	34.29%
VA Hospital Route #7	1589	1786	12.40%
So. Willow Route #8	2689	3104	15.43%
DW Highway-River Rd. Route #9	1560	1920	23.08%
Valley-Weston Rd. Route #10	3014	3804	26.21%
Front St. Route #11	1388	1531	10.30%
So. Beech Route #12	2816	2862	1.63%
Bedford Mall Route #13	5230	3552	-32.08%
 VISTA SHUTTLE	 224	 480	 114.29%
SHOP&SAVE SHUTTLE	282	579	105.32%
VERIZON WIRELESS SHUTTLE	998	1528	53.11%
CCT	100	298	198.00%
 Weekday Fixed Route Totals	 27970	 30693	 9.74%
Saturday Fixed Route Totals	2991	2456	-17.89%
MTA Specials & Excursions	0	0	0.00%
Fixed Route Weekday Average	1332	1395	4.74%
 Total Transit Passengers Served	 30961	 33149	 7.07%

The two attached pages show the graph of service changes over the past fiscal years and the standard report.

Please let me know if you have any questions


 Bob Jeniski
 Operations Manager

B



January 27, 2004

To: Mayor Robert Baines and Aldermen
From: Robin Comstock, Manchester Chamber of Commerce

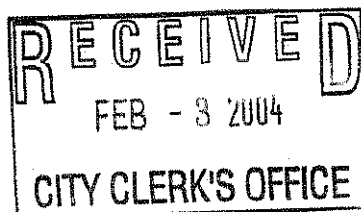
Encl: 2003 Year end statistic report on the Manchester Welcome Center

Enclosed is the end of the year report on the Manchester Welcome Center. We are proud to say that we have served almost 6,000 visitors/guests to our City. The hours of opening have increased and with additional training of GSA Volunteers we should see growth.

The response of City workers, when needed, has been wonderful.

We still have concerns about the daily clean up, trash can appearance, lighting, and signage, but I know with the efforts of all of us, the issues will be resolved.

Thank you for your continued support.





**MANCHESTER WELCOME CENTER
STATISTICS REPORT
2003
12 Month – End of Year Report**

Month	No. of GSA Volunteers	Hours Volunteered	Visitors/Guests Served	Days Center was Open
January 2003	22	243.5	504	25/31
February 2003	12	130	322	28/31
March 2003	16	213.5	495	22/31
April 2003	10	176	447	24/30
May 2003	16	206.5	540	28/31
June 2003	17	159.5	517	22/30
July 2003	14	138	544	24/31
August 2003	13	116	443	22/31
September 2003	15	149.5	595	22/30
October 2003	28	225	538	23/31
November 2003	26	265.5	521	21/30
December 2003	22	206	370	25/31
TOTALS	211	2,229	5,836	286/365

Notes of the above statistics:

The "guest served" number and excludes restroom only visits. These numbers reflect interaction with visitors and GSA's.

There were 79 days the MWC was not open. 52 are Sunday and the remaining days are mostly Saturdays. More Saturdays are being covered but Sunday is still hard to fill because there is not enough foot traffic at this time.

②



**Salem Welcome Center
STATISTICS REPORT
2003
12 Month – End of Year Report**

Month	No. of GSA Volunteers	Hours Volunteered	Visitors/Guests Served	Days Center was Open
January 2003	3	30	212	State – 24 Hrs.
February 2003	3	33.5	236	
March 2003	4	26	170	
April 2003	4	46	377	
May 2003	5	69	611	
June 2003	5	97	1119	
July 2003	6	106.5	1593	
August 2003	5	67	1009	
September 2003	5	81.5	1082	
October 2003	5	76	857	
November 2003	5	54.5	466	
December 2003	5	54.5	396	
TOTALS	50	741.5	7915	State-24 hrs.

Notes of the above statistics:

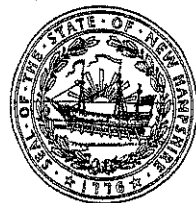
Total door count for the Salem Visitor Center – 12 months is 629,154

The above “guests served” number are those assisted by Granite State Ambassadors



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-1370 FAX (603) 271-1381



February 11, 2004

Mary E. Casey
Senior Environmental Engineer
KeySpan Energy Delivery
52 Second Avenue
Waltham, MA 02451

**Re: Amended State Permits to Operate FP-S-0194 and FP-S-0195
Fuel Burning Devices
KeySpan Energy Delivery, 130 Elm St., Manchester, New Hampshire
Facility ID #3301100040, Application #FY04-0223
KeySpan Energy Delivery, 38 Bridge St., Nashua, New Hampshire
Facility ID #3301100041, Application #FY04-0224**

Dear Ms. Casey:

The New Hampshire Department of Environmental Services (DES) has reviewed your request submitted on December 19, 2003 to amend State Permits to Operate FP-S-0194 and FP-S-0195. During compliance inspections of KeySpan Energy Delivery's (KeySpan) facilities in Nashua on December 4, 2003 and Manchester on December 9, 2003, it was noted that the devices on site were different than the devices listed in the permit. DES understands that KeySpan rents units every winter to assist with auxiliary fuel delivery during high demand periods. This year the rental company supplied KeySpan with the same size units as listed in the permit but of a different model. Because the units are the same size as the permitted units there will be no increase in air pollution.

To facilitate similar future engine exchanges, DES has added conditions to both permits to allow KeySpan to replace permitted units with devices of equal or smaller size. The amended permit is hereby issued in accordance with the New Hampshire Code of Administrative Rules Env-A 612.03, *Minor Permit Amendments: Temporary Permits and State Permits to Operate*. The permits previously issued for these devices are hereby canceled and may be disposed of at your discretion.

If you have any questions regarding the Amended State Permit to Operate please contact Barbara Dorf Schmidt of the DES, Air Resources Division, Stationary Source Management Bureau at (603) 271-6796 or via e-mail at bdorfschmidt@des.state.nh.us.

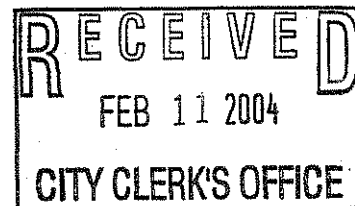
Sincerely,

Robert R. Scott
Director
Air Resources Division

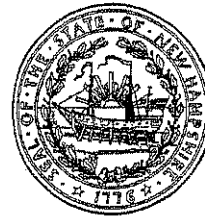
rrs/bdd

By Certified Mail #: 7000 0600 0023 9933 5223

cc: USEPA Region I
City of Manchester by Certified Mail #: 7000 0600 0023 9933 5216
City of Nashua by Certified Mail #: 7000 0600 0023 9933 5209



STATE OF NEW HAMPSHIRE
Department of Environmental Services
Air Resources Division



State Permit to Operate

Facility ID No: 3301100040
Permit No: FP-S-0195
County: Hillsborough
Date Issued: April 24, 2003 Amended February 11, 2004

This certifies that:

Energy North Natural Gas, Inc.
d/b/a KeySpan Energy Delivery – New England

has been granted a State Permit to Operate for:

Three Air Compressors with Diesel Engines and an Emergency Generator
130 Elm Street, Manchester, NH

which are devices that emit air pollutants into the ambient air as set forth in permit application forms (ARD 1-6), filed with the New Hampshire Department of Environmental Services, Air Resources Division (Division) on **June 24, 2002**, in accordance with RSA 125-C of the New Hampshire Laws. Request for permit renewal is due to the Division at least 90 days prior to expiration of this permit and must be accompanied by the appropriate permit application forms. This permit is valid upon issuance and expires **April 30, 2008**.

This permit is valid provided that each device is operated in accordance with all the legally enforceable conditions specified within this permit:

- I. The Owner or Operator of the devices covered by this permit shall be subject to all applicable State and Federal air pollution control regulations, including (but not limited to) the New Hampshire Code of Administrative Rules Env-A 100 *et seq.*, *New Hampshire Rules Governing the Control of Air Pollution*.
- II. All equipment, facilities and systems installed and used to achieve compliance with the terms and conditions of this permit shall at all times be maintained in good working order and be operated as efficiently as possible to minimize air pollutant emissions.

SEE ATTACHED SHEETS FOR ADDITIONAL PERMIT CONDITIONS

The Owner or Operator of the devices covered by this permit shall submit a written request for a permit amendment to the Division at least 90 days prior to the implementation of any proposed change (that would require a modification to this permit) to the physical structure or operation of the devices covered by this permit which increases the amount of a specific air pollutant currently emitted by such devices or which results in the emission of any regulated air pollutant currently not emitted by such devices. The change shall not take place until a new permit application is submitted and acted upon by the Division pursuant to Env-600.

This permit (or a copy) should be appropriately displayed near the device for which it is issued.



Director
Air Resources Division

III. Operating Conditions:

A. This permit covers the devices identified in Table 1 below:

Table 1 Device Identification			
Device	Manufacturer and Model #	Date Installed	Nameplate Rating in million British Thermal Units per hour (MMBtu/hr) and Permitted Fuel Type
MANRNTCOMP1	Ingersoll-Rand HP1300WCU	Portable Unit	3.00 MMBtu/hr (460 horsepower) diesel, equivalent to 21.9 gallons per hour (gph) ¹
MANRNTCOMP2	Ingersoll-Rand HP1300WCU	Portable Unit	3.00 MMBtu/hr (460 horsepower) diesel, equivalent to 21.9 gph
MANPERMCOMP3	Ingersoll-Rand V-71	1984	4.38 MMBtu/hr (560 horsepower) diesel, equivalent to 32 gph
MANEG1	Kohler	1984	1.60 MMBtu/hr (215 horsepower) diesel, equivalent to 11.7 gph

- B. The Owner or Operator shall be allowed to replace the equipment listed in Table 1 with a different device of equal or smaller size, having the same function as the existing device, by complying with the reporting requirements of Condition IX.C.
- C. The combined fuel consumption of all four devices listed in Table 1 and any new replacement device shall be limited to 100,000 gallons of diesel fuel in any consecutive 12-month period.
- D. The hours of operation of MANEG1 shall be limited to 500 hours in any consecutive 12-month period.
- E. Env-A 1211.01(o), *emergency generator*: MANEG1 shall only operate as a mechanical or electrical power source only when the primary power source for the Facility has been lost during an emergency, such as power outage and/or during normal maintenance and testing procedure as recommended by the manufacturer.
- F. Env-A 1604.01, *Maximum Sulfur Content Allowable in Liquid Fuels*: The sulfur content of the diesel fuel shall not exceed 0.4 percent by weight.

IV. Emission Limitations:

- A. Env-A 2003.07, *Particulate Emission Standards for Fuel Burning Devices Installed after May 13, 1970 but before January 1, 1985*: The emissions of total suspended particulate matter (TSP) from MANPERMCOMP3 and MANEG1 shall be limited to 0.60 lb/MMBtu.
- B. Env-A 2003.08, *Particulate Emission Standards for Fuel Burning Devices Installed on or after January 1, 1985*: The emissions of TSP from MANRNTCOMP1 and MANRNTCOMP2 shall be limited to 0.30 lb/MMBtu.
- C. Env-A 2003.02, *Visible Emission Standard for Fuel Burning Devices Installed After May 13, 1970*: The opacity of emissions from each device shall not exceed 20 percent for any continuous 6-minute period.²

¹ The hourly fuel rates presented in Table 1 are set assuming a heating value of 137,000 Btu/gal for diesel fuel.

² Compliance with visible emission limitations is to be determined using the Code of Federal Regulations, 40 CFR, Appendix A, Method 9.

Three Air Compressors with Diesel Engines and an Emergency Generator

IV. Emission Limitations (continued):

- D. Hourly and annual emissions from individual devices and the Facility shall be limited as provided in Table 2, below:

Table 2 Emission Limitations for Criteria Pollutants ³					
Device	Carbon Monoxide (CO)	Oxides of Nitrogen (NO _x)	Sulfur Dioxide (SO ₂)	Particulate Matter less than 10 Microns (PM ₁₀)	Non-Exempt Volatile Organic Compounds (VOCs)
Hourly Emission Limitations (Pounds per Hour)					
MANRNTCOMP1	2.85	13.23	0.87	0.93	0.21
MANRNTCOMP2	2.85	13.23	0.87	0.93	0.21
MANPERMCOMP3	4.16	19.32	1.27	1.36	1.58
MANEG1	1.52	7.06	0.46	0.50	0.58
Annual Emission Limitations (Tons per Consecutive 12-Month Period, "tpy")					
Four devices combined	6.50	30.18	1.98	2.12	2.46
Facility-Wide ⁴	<100	<50	<100	<100	<50

- E. Facility-wide emissions of Hazardous Air Pollutants (HAPs) shall be limited to less than 10 tpy of any individual HAP and less than 25 tpy of all HAPs combined.
- F. Env-A 1400, *Regulated Toxic Air Pollutants*: Facility-wide emissions of any regulated toxic air pollutant (RTAP) shall not cause an exceedance of its associated 24-hour or annual ambient air limit (AAL) as set forth in Env-A 1450, *Table Containing the List Naming All Regulated Toxic Air Pollutants*.

V. Nitrogen Oxides Reasonably Available Control Technology (RACT) Requirements:

Env-A 1211.07, *Emission Standards for Stationary Internal Combustion Engines*: The devices will be exempt from the NO_x RACT requirements of Env-A 1211.07 provided that the actual facility-wide NO_x emissions are less than 50 tpy as specified in Env-A 1211.02(n)(1), *Applicability*.

VI. Stack Criteria:

MANPERMCOMP3 shall have two exhaust stacks that discharge horizontally, without obstruction, at a minimum height of 7.5 feet and a maximum exit area of 0.14 square feet.

VII. Stack Testing Requirements

When conditions warrant, the Division may require the Owner or Operator to conduct stack testing in accordance with USEPA or other Division approved methods.

3 With the exception of VOC for the portable units, the emissions in Table 2 are set based on United States Environmental Protection Agency (USEPA) AP-42 (5th Edition 1/95, updated 10/96), Section 3.3, *Gasoline and Diesel Engines*. The emissions of VOC for the portable units are based on an emission factor of 0.21 grams per horsepower-hour which was supplied by the vendor. Compliance with emission limitations found in this section is to be verified using fuel utilization records and the appropriate emission factors.

4 Facility-wide emission limits are set for the purpose of establishing this source as a minor source of air pollution. Such limits shall not be construed to allow this source to construct or install a new or modified source, area source or device except in the manner set forth in the New Hampshire Rules Governing the Control of Air Pollution and, specifically, Env-A 603.

VIII. Recordkeeping Requirements

- A. Env-A 902, *Availability of Records*: The Owner or Operator shall keep the records required by this permit on file for a minimum of 5 years. These records shall be available for review by the Division upon request.
- B. Subject to Env-A 103, *Claims of Confidentiality*, all data submitted to the Division, including emission data and applicable emission limitations, shall be available to the public.
- C. Env-A 903.03, *General Recordkeeping Requirements for Combustion Devices*: The Owner or Operator shall maintain monthly records of fuel characteristics and utilization for the fuel used in the devices covered by this permit, including the following data:
1. The type of fuel burned (e.g. diesel);
 2. The total monthly amount of fuel burned in gallons for each device;
 3. The sulfur content of diesel fuel burned in terms of percent sulfur by weight; and
 4. The hours of operation of each device.
- D. Env-A 905.02, *General NO_x Recordkeeping Requirements*: If the actual NO_x emissions from the Facility are greater than 10 tpy, the Owner or Operator shall record the following information and maintain such records:
1. Identification of each combustion device;
 2. Operating schedule during the *high ozone season* (June 1 through August 31) for each combustion device identified in Condition VIII.D.1 above, including;
 - a. Hours of operation per calendar month;
 - b. Days of operation per calendar month;
 - c. Number of weeks of operation;
 - d. Type and amount of fuel burned in each combustion device;
 - e. Heat input rate in MMBtu/hr;
 - f. The actual NO_x emissions for the calendar year and a high ozone day during the calendar year; and
 - g. The emission factors and the origin of the emission factors used to calculate the NO_x emissions.
- E. Env-A 906, *Additional Recordkeeping Requirements*: The Owner or Operator shall maintain additional records at the Facility, as necessary, for the purpose of demonstrating compliance with all state and federal statutes, rules, regulations, and permits. These additional records shall include, but are not limited to:
1. A 12-month running total of facility-wide emissions of pollutants identified in Table 2, calculated based on AP-42 emission factors or an alternative method(s) approved by the Division, which shall include emissions from non-permitted devices for the purpose of demonstrating compliance with the annual facility-wide emission limitations set forth in Condition IV to establish the Facility as a minor source of criteria air pollutants; and
 2. For RTAPs emitted from existing, new, or modified devices or processes for which permit conditions are not required to maintain compliance with Env-A 1400, documentation demonstrating compliance (to be performed in accordance with Env-A 1406, *Methods of Demonstrating Compliance*) with the most recent list of RTAPs and associated AALs presented in Env-A 1450.

D

IX. Reporting Requirements

- A. Env-A 907.01, *General Reporting Requirements*:
1. The Owner or Operator shall submit an annual emissions report to the Division on or before April 15th of the following year. For example, the annual emissions report for calendar year 2004 shall be submitted on or before April 15, 2005.
 2. The annual emissions report pursuant to Condition IX.A.1 above, shall include the following information:
 - a. The actual calendar year emissions from each permitted device of NO_x, SO₂, CO, PM₁₀, TSP, and VOCs, and the methods used in calculating such emissions in accordance with Env-A 704.02, *Determination of Actual Emissions for use in Calculating Emission-Based Fees*; and
 - b. All information in accordance with Condition VIII.C.
- B. Env-A 909, *NOx Emission Statements Reporting Requirements*: If the actual annual NOx emissions for the Facility are greater than 10 tpy, the Owner or Operator shall:
1. Break down the NOx emissions reported pursuant to IX.A.2.a by month; and
 2. Include all data collected pursuant to Condition VIII.D in the annual emissions report required in Condition IX.A.
- C. The Owner or Operator shall notify the Division in writing within 10 days of replacing any of the devices listed in Condition III. The report shall contain the following information about the existing device being replaced and the replacement device:
1. Date of replacement;
 2. Model and serial number;
 3. Nameplate rating in MMBtu/hr; and
 4. Type and capacity, in gph, of fuel burned.

X. Permit Deviation Recordkeeping and Reporting Requirements

- A. Env-A 101, *Definitions*:
1. A *permit deviation* is any occurrence that results in an excursion from any emission limitation, operating condition, or work practice standard as specified in either a title V permit, state permit to operate or temporary permit issued by the Division.
 2. An *excess emission* is an air emission rate which exceeds any applicable emission limitation.
- B. Env-A 911.04(b), *Reporting Requirements*: In the event of a permit deviation that causes excess emissions, the Owner or Operator shall notify the Division of the permit deviation and excess emissions by telephone (603-271-1370), fax (603-271-7053) or e-mail (pdeviations@des.state.nh.us), within 24 hours of discovery of the permit deviation, unless it is a Saturday, Sunday, or state or federal legal holiday, in which event, the Division shall be notified on the next day which is not a Saturday, Sunday, or state or federal legal holiday.

XI. Emission-Based Fee Requirements:

- A. Env-A 704.03, *Calculation of Emission-Based Fees*: The Owner or Operator shall pay an emission-based fee annually as calculated each calendar year for the devices listed in Condition III.A of this permit.
- B. Env-A 620, *Determination of Actual Emissions*: The Owner or Operator shall determine the total actual annual emissions from these devices for each calendar year in accordance with the methods specified in Env-A 620.
- C. The Owner or Operator shall calculate the annual emission-based fee for each calendar year in accordance with the procedures specified in Env-A 704.03 and the following equation:

$$FEE = E * DPT * CPI_m * ISF$$

Where:

FEE = The annual emission-based fee for each calendar year as specified in Env-A 704.

E = The emission-based multiplier is based on the calculation of total annual emissions as specified in Env-A 704.02 and the provisions specified in Env-A 704.03(a).

DPT = The dollar per ton fee the Division has specified in Env-A 704.03(b).

CPI_m = The Consumer Price Index Multiplier as calculated in Env-A 704.03(c).

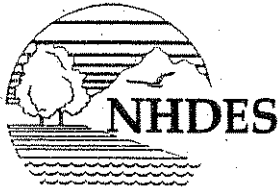
ISF = The Inventory Stabilization Factor as specified in Env-A 704.03(d).

- D. The Owner or Operator shall contact the Division each calendar year for the values of the Inventory Stabilization Factor and the Consumer Price Index Multiplier.
- E. Env-A 704.04, *Payment of Emission-Based Fees*: The Owner or Operator shall submit, to the Division, payment of the emission-based fee for each calendar year by October 15th of the following calendar year. The emission-based fee shall be submitted to the following address:

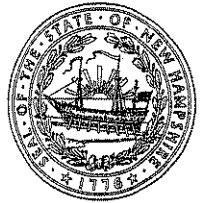
New Hampshire Department of Environmental Services
Air Resources Division
6 Hazen Drive
P.O. Box 95
Concord, NH 03302-0095
ATTN: Emissions Inventory

- F. Env-A 704.05, *Notification of Emission-Based Fees*: The Division shall notify the Owner or Operator of any under payments or over payments of the annual emission-based fee.

B



State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095
(603) 271-2457 FAX (603) 271-7894



January 22, 2004


TO: New Hampshire Citizens and Town Officials

SUBJECT: Best Management Practices to Control Nonpoint Source Pollution Guide

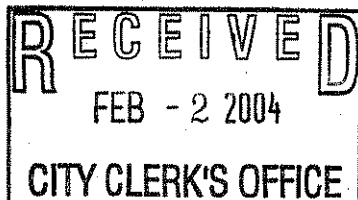
The New Hampshire Department of Environmental Services (DES) Watershed Assistance Section announces the release of the new edition of *Best Management Practice to Control Nonpoint Source Pollution: A Guide for Citizens and Town Officials*. Please find enclosed your free copy.

Characterized as polluted runoff from the land, nonpoint source (NPS) pollution is a major source of water pollution in New Hampshire. The purpose of this guide is to describe the causes of NPS pollution and to suggest ways that it can be prevented or reduced. From backyards to salvage yards, on farms or construction sites, this guide serves as a comprehensive reference for everyone from citizens and volunteers, to businesses and town officials.

For additional free copies, contact Barbara McMillan, DES Watershed Outreach Coordinator at: 603/271-7889 or bmcmillan@des.state.nh.us.


Eric Williams, Supervisor
Watershed Assistance Section

Enclosure



EW/ml
H:\Watershed Assistance\Outreach\Purple Book\distribution notice single.doc

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
CONCORD

Carol A. Murray
Commissioner

January 21, 2004

	<u>Before</u>	<u>After Value</u>	<u>Awards</u>
BEDFORD-MANCHESTER-LONDONDERRY DPR-F-0047(001) 11512			
DOROTHY I NIXON	\$165,000.00	\$0.00	\$165,000.00
JAMIE S IENTILE & FIRST FRANKLIN FIN CORP	\$0.00	\$0.00	\$190,000.00
JAMIE S IENTILE & FIRST FRANKLIN FIN CORP	\$0.00	\$0.00	\$30,000.00
RONALD H ASHBURNER	\$358,000.00	\$0.00	\$358,000.00
BERLIN STP-X-5045(009) 12958			
THE RAZORS EDGE	\$0.00	\$0.00	\$83,384.85
CONWAY DPI-0153(001) 11339B			
418 NORTH MAIN ST REALTY TRUST	\$0.00	\$0.00	\$12,000.00
FREDERIC V FOWLER & NANCY FOWLER	\$0.00	\$0.00	\$5,900.00
FREDERIC V FOWLER & NANCY FOWLER	\$0.00	\$0.00	\$6,500.00
FRANKLIN STP-X-F-T-029(14) 12938			
GP & GR ENTERPRISES	\$0.00	\$0.00	\$100,000.00
DAVID GERLACH & CATHY A GERLACH & FRANKLIN SAVINGS BANK	\$0.00	\$0.00	\$16,000.00
HOLDERNESSE-PLYMOUTH BRO-221(0) 11849			
CN BROWN CO	\$0.00	\$0.00	\$14,400.00
WINNIPESAUKEE BAY GULLS	\$0.00	\$0.00	\$7,207.09
MANCHESTER 10622A			
AIR SERVICES OF NH	\$0.00	\$0.00	\$37,281.56
ARMAND P PINARD & IRENE PINARD	\$1,200,000.00	\$0.00	\$1,200,000.00
CHAGNON'S WRECKING & SALVAGE INC	\$0.00	\$0.00	\$675,000.00

	Before	After Value	Awards
SALEM-MANCHESTER IM-IR-093-1(174) 10418C			
A & B VENDING CO	\$0.00	\$0.00	\$36,000.00
CHERYL A BROWN	\$0.00	\$0.00	\$230,000.00
CHERYL A BROWN	\$0.00	\$0.00	\$69,000.00
THOMAS E MATHEWS JR	\$0.00	\$0.00	\$20,000.00
SEABROOK 14175			
A & B VENDING CO	\$0.00	\$0.00	\$36,000.00
WHITEFIELD HP-STP-P-X-035-1(8) P-2953			
CHARLES W ANDERSON & CONSECO FINANCE SERVICING CORP OR CLERK NHBTLA	\$0.00	\$0.00	\$26,500.00
1 - Copy - William Gardner, Secretary of State			
1 - Copy - Internal Revenue Service			
3 - Copies - Herman G. Martin, Administrator, Budget & Finance			
1 - Copy - Federal Highway Administration			
1 - Copy - Robert Barry, Municipal Highway Administrator			
1 - Copy Councilor Raymond Burton, Woodsville			
1 - Copy - Councilor Ruth L. Griffin, Portsmouth			
1 - Copy - Councilor David Wheeler, Milford			
1 - Copy - Mark P. Hodgdon, Sr. Asst. Attorney General			
1 - Copy - Bill Boynton, Public Information Officer			
1 - Copy - Michael deMartelly, Chief ROW Agent			
1 - Copy - Stephen W. Gray, Maintenance Engineer			
1 - Copy - Edward S. Dame, Director of Collections			
1 - Copy - Councilor Peter J. Spaulding, Hopkinton			
1 - Copy - Councilor Ray Wiczorek, Manchester			
1 - Copy - City Clerk, Town Clerk and Tax Collector of: Bedford, Berlin, Conway, Franklin, Manchester, Salem, Seabrook, Whitefield			



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CAROL A. MURRAY, P.E.
COMMISSIONER

MANCHESTER
IM-2931(171)
12110-C
(PAVEMENT REHAB OF I-93/I-293 RAMPS
& REHAB BRIDGE DECKS OVER MAMMOTH ROAD)
AUTHORIZATION TO PROCEED WITH
FORCE ACCOUNT AGREEMENT WORK

Bureau of Highway Design
Room 200
Tel. (603) 271-2297
Fax (603) 271-7025

February 5, 2004

Mr. Thomas Mitchell
Senior Engineer – Distribution Projects
Public Service of New Hampshire
60 West Pennacook Street
Manchester, NH 03105

Dear Mr. Mitchell:

We have received the Federal Highway Administration's approval (effective January 30, 2004) of the executed Supplemental Agreement covering the installation of highway lighting cabling on the above noted State project. This letter is your authorization to proceed with the work covered by the Agreement.

When the work is completed (partial or final) and accepted by our Bureau of Construction, please submit five (5) copies of your billing to Mr. Herman G. Martin, Administrator, Bureau of Finance & Contracts, New Hampshire Department of Transportation, 7 Hazen Drive, PO Box 483, Concord, NH 03302-0483. Detailed billing should be submitted showing:

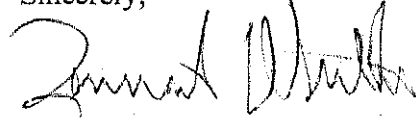
1. Our project name and number.
2. A brief description of the work covered by the billing.
3. The dates work was started and completed.
4. A detailed breakdown of labor, equipment, and materials.
5. Whether billing is partial or final.
6. Your bill or invoice number.
7. Date of billing.

Be sure to properly complete the "Utility Reports" for the work being done daily and submit them weekly to the Contract Administrator as set forth in the Agreement. The "Utility Reports" are not the basis for payment, but are needed for verification that the work was performed.

6

By copy of this letter Consultant Design is requested to revise the project estimate authorizing \$7,444.00 for the above referenced Supplemental Agreement.

Sincerely,



Lennart D. Suther, P.E.
Utilities Engineer

LDS/JCR

cc: B. Cass, Construction, Consultant Design, Finance & Contracts, City of Manchester,
Utilities

S:\MANCHESTER\12110C\UTILITY CORRESPONDENCE\AGREEMENTS\PSNHFAAUTHPRO.DOC



Comcast Cable Communications, Inc.
460 Amherst Street
Nashua, NH 03063
www.comcast.com

February 2, 2004

Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, N.H. 03101

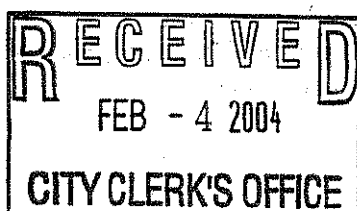
Dear Mayor and Aldermen:

Enclosed is the Comcast franchise fee payment for the fourth quarter of 2003, along with a backup detailed accounting sheet. If you have any questions regarding this payment, please feel free to contact me at 603-889-1363 ext. 3014.

Sincerely,

Bryan Christiansen
Manager of Government & Community Relations

Enclosed:
Check number: 239285663, \$220,306.45



41

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

**COMCAST
NORTHEAST REGION**

CITY OF MANCHESTER, NH
From 10/01/03 - 12/31/03

Totals

Totals By Service:

Basic Service Revenue	\$ 3,820,710.75
Pay Service Revenue	\$ 441,321.60
Other Unregulated Revenue	\$ 392,113.01
Digital Revenue	\$ 339,174.95
Subtotal	<u>\$4,993,320.31</u>

Totals By Non Service:

Leased Access Revenue	\$0.00
Less Bad Debt Expense & Recovery	(\$90,394.83)
Subtotal	<u>(\$90,394.83)</u>

Total Gross Revenue	\$4,902,925.48
---------------------	----------------

Franchise Fee 4Q03 (5%)	\$245,146.27
Less: 1st Qtr Fee On Fee Paid (NOT in Agreement)	(\$12,385.03)
2nd Qtr Fee On Fee Paid	(\$12,454.80)

Franchise Fee 4Q03 Due	<u><u>\$220,306.45</u></u>
------------------------	----------------------------

(If you have any questions regarding this payment, please call Marc Lockard 610-650-1039).

Authorized Comcast Representative: 

Date: 1/22/04

FORM B : COPY FOR TOWN (SUMMARY)

H

COMCAST OF NEW ENGLAND
CITY OF MANCHESTER, NH
QUARTERLY 2003

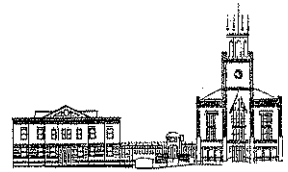
Type	REVENUE Category	OCT 03	NOV 03	DEC 03	Total 4th Qtr
Service	Basic	\$ 1,272,910.04	\$ 1,272,203.96	\$ 1,275,596.75	\$ 3,820,710.75
Service	Premium / Pay	\$ 147,914.16	\$ 147,730.75	\$ 145,676.69	\$ 441,321.60
Service	Other Unregulated Revenue	\$ 129,709.23	\$ 133,127.61	\$ 129,276.17	\$ 392,113.01
Service	Digital	\$ 112,362.29	\$ 113,639.76	\$ 113,172.90	\$ 339,174.95
SUB TOTAL SUBSCRIBER REVENUE		\$ 1,662,895.72	\$ 1,666,702.08	\$ 1,663,722.51	\$ 4,993,320.31
Non Service	Leased Access Revenue	0.00	0.00	0.00	0.00
Non Service	Bad Debt Expense & Recovery	(30,131.61)	(30,131.61)	(30,131.61)	(90,394.83)
SUB TOTAL NON SUBSCRIBER REVENUE		(30,131.61)	(30,131.61)	(30,131.61)	(90,394.83)
TOTAL REVENUE		\$ 1,632,764.11	\$ 1,636,570.47	\$ 1,633,590.90	\$ 4,902,925.48
FRANCHISE FEE %		5.00%	5.00%	5.00%	5.00%
LOB 01	Total Revenue franchise fee	\$81,638.21	\$81,828.52	\$81,679.55	\$245,146.27
TOTAL FRANCHISE FEE DUE		\$81,638.21	\$81,828.52	\$81,679.55	\$245,146.27

H



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

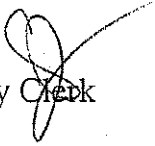
Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Plecuch
Deputy Clerk
Financial Administration

MEMORANDUM

To: Chief J. Jaskolka
Manchester Police Department

From: C. Johnson 
Deputy City Clerk

Date: February 10, 2004

Re: Communication from D. Steinbach

Enclosed please find a copy of the above-referenced, which shall be placed on the February 17th BMA agenda for informational purposes with a notation that it is being referred to your department for response.

Enclosure

I

From: "Dan Steinbach" <hrhelp@metrocast.net>
To: <CityClerk@ci.manchester.nh.us>
Date: Mon, Feb 9, 2004 9:30 AM
Subject: To The Board

Would you kindly send this along to the appropriate Alderpersons?

On February 29, 2004 at 1:00 there will be a "Rite of Election" ceremony taking place at St. Joseph Cathedral in Manchester. People will start arriving earlier than 1:00. Last year the attendees were verbally attacked by protesters. The adults were threatened and the children were verbally abused. This is something of deep concern to all who will attend this religious event and I am hoping you will do something to ensure unfettered access to the cathedral.

I do not believe in restricting a person's freedom of speech and believe that a person's freedom to practice the religion of their choice is equally protected under our constitution. Will you please contact me and advise me as to the actions you will take to keep protesters at a "safe" distance?

Respectfully,

Dan Steinbach
603-652-7364

Daniel Steinbach
75 Evergreen Valley Road
Milton NH 03851
(603) 652-7364
Steinbach Family Home Page
<<http://www.metrocast.net/~hrhelp/1.html>>

Click below for SHARE Fund Information:
<<http://holyrosary.ttlc.com/share.html>>
<http://www.shopcpn.com/webpage/display.cfm?ID=45964>

SHARE Fund Program
183 North Main Street
Rochester NH 03867
(603) 335-0011

I

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2002 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Nine Hundred Twenty Dollars (\$225,920) for FY2002 CIP 712402 WIN-2 Relocation Design Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2002 CIP as contained in the 2002 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from New Hampshire Department of Transportation in the amount of \$225,920 for costs associated with the relocation of West Interceptor North;

NOW, THEREFORE, be it resolved that the 2002 CIP be amended as follows:

By amending and increasing:

FY2002 – 712402 – WIN-2 Relocation Design -
From \$350,000 EPD to \$477,000 (\$251,080 EPD, \$225,920 State DOT)

Resolved, that this Resolution shall take effect upon its passage.

T

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY1999, 2000, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Eight Thousand Two Hundred Twenty Eight Dollars and Fifty Eight Cents (\$68,228.58) for FY2003 CIP 713103 Sewer Infrastructure Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 1999, 2000, and 2003 CIP as contained in the 1999, 2000, and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allow a transfer of existing funds in the amount of \$68,228.58 for the replacement of aging sewers within the City;

NOW, THEREFORE, be it resolved that the 1999, 2000, and 2003 CIP be amended as follows:

By decreasing:

FY1999 – 760399 – Sewer Infrastructure Rehabilitation -	\$17,771.81 EPD
FY2000 – 760400 – Sewer Infrastructure Rehabilitation -	\$ 571.67 EPD
FY2003 – 712203 – Sewer Infrastructure Repairs -	<u>\$49,885.10 EPD</u>
Total	\$68,228.58

By increasing:

FY2003 – 714103 – Sewer Infrastructure - \$68,228.58 – EPD
(from \$200,000 EPD to \$268,228.58 EPD)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2000 and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Six Thousand Eight Hundred Six Dollars and Eighty Seven Cents (\$26,806.87) for FY2003 CIP 712003 FBI Recuperator Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2000 and 2003 CIP as contained in the 2000 and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, additional funds are required for the installation of a recuperator heat exchanger at the WTTF; and

WHEREAS, a balance exists from the completed CIP 760300 Candia Road Project, which the Board of Mayor and Aldermen desires to transfer to assist in the funding of these additional costs;

NOW, THEREFORE, be it resolved that the 2000 and 2003 CIP be amended as follows:

By decreasing:

FY2000 CIP 760300 -- Candia Road Dry Sewer Design - \$26,806.87 EPD

By increasing:

FY2003 CIP 712003 -- FBI Recuperator - \$26,806.87 EPD
(from \$717,208 EPD to \$744,014.87 EPD)

Resolved, that this Resolution shall take effect upon its passage.

T

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand One Hundred Sixty Dollars (\$10,160.00) for FY2004 CIP 411904 Project Safe Neighborhoods."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Department of Justice;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 411904 -- Project Safe Neighborhoods - \$10,160 State

Resolved, that this Resolution shall take effect upon its passage.

T

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 412004 Speed Enforcement Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Highway Safety Agency;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 412004 – Speed Enforcement Program - \$2,248.80 State

Resolved, that this Resolution shall take effect upon its passage.

7

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Two Thousand Dollars (\$2,000.00) from Contingency to Civic Contributions."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Civic Contributions	Account 1710C10935.....\$2,000.00
---------------------	-----------------------------------

For "Manchester Youth Hockey (MRYHA) Donation"

2

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Four Thousand Seven Hundred Fifty Dollars (\$4,750.00) from Contingency to Civic Contributions."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Civic Contributions	Account 1710C10935.....\$4,750.00
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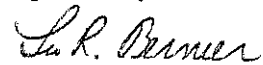
For "Assistance To Run Job and Resource Fairs for Tyson Workers"

27

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$225,920 (State DOT) for FY2002 CIP 712402 WIN-2 Relocation Design Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee

K

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$26,806.87 (EPD) for FY2003 CIP 712003 FBI Recuperator Project, and for such purpose a resolution and budget authorizations have been submitted.

Respectfully submitted,

L. R. Bernier

Clerk of Committee

7

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$68,228.58 (EPD) for FY2003 CIP 713103 Sewer Infrastructure Project, and for such purpose a resolution and budget authorizations have been submitted.

Respectfully submitted,

Lesk. Bernier

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$10,160.00 (State) for FY2004 CIP 411904 Project Safe Neighborhoods, and for such purpose a resolution and budget authorization has been submitted.

The Committee notes that it has requested information regarding this project be forwarded to all members of the Board prior to February 17th.

Respectfully submitted,

L. R. Bernier

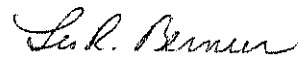
Clerk of Committee

N

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize acceptance and expenditure of funds in the amount of \$2,248.00 (State) for FY2004 CIP 412004 Speed Enforcement Program, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee

0

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has approved a request from Bruce Thomas of the Highway Department to complete various projects enclosed herein as part of the City's Chronic Drain Program.

Respectfully submitted,

Leo R. Bernier

Clerk of Committee

P



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Beleski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

February 3, 2004

C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
C/O Mr. Leo Bernier
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Re: Request to Approve Chronic Drain Projects

Gentlemen:

The Manchester Highway Department hereby requests your approval to complete work on the following projects as part of the City's Chronic Drain program:

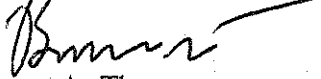
Project:	Estimated Cost:
Cemetery Brook Cover/Marjam	\$0.00
Arah Street:	\$9,000
Morse Road, #47	\$1,000
Pasture Lane	\$2,600
Elm st. at Waldo	\$3,000
Pine Brook Place at Wedgewood	\$2,000
Cushing Avenue #46	\$17,000
Total Estimated Cost:	\$34,600

The Department has reviewed our list of chronic drain projects and feel that these are the highest priority. The total materials cost of the proposed work is approximately \$34,600. For your use, I have attached an estimates and sketches of each project. Note that Marjam will provide all of the materials required for the Cemetery Brook Cover, but the City will be provide a portion of the labor and equipment necessary to do the work. This work will only be done under a written agreement between the City and Marjam (see attached).

P

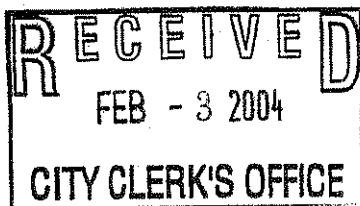
The projects will be funded out of balances in the Chronic Drain program. If you have any questions or comments or if I can be of further assistance, please do not hesitate to call.

Very truly yours,

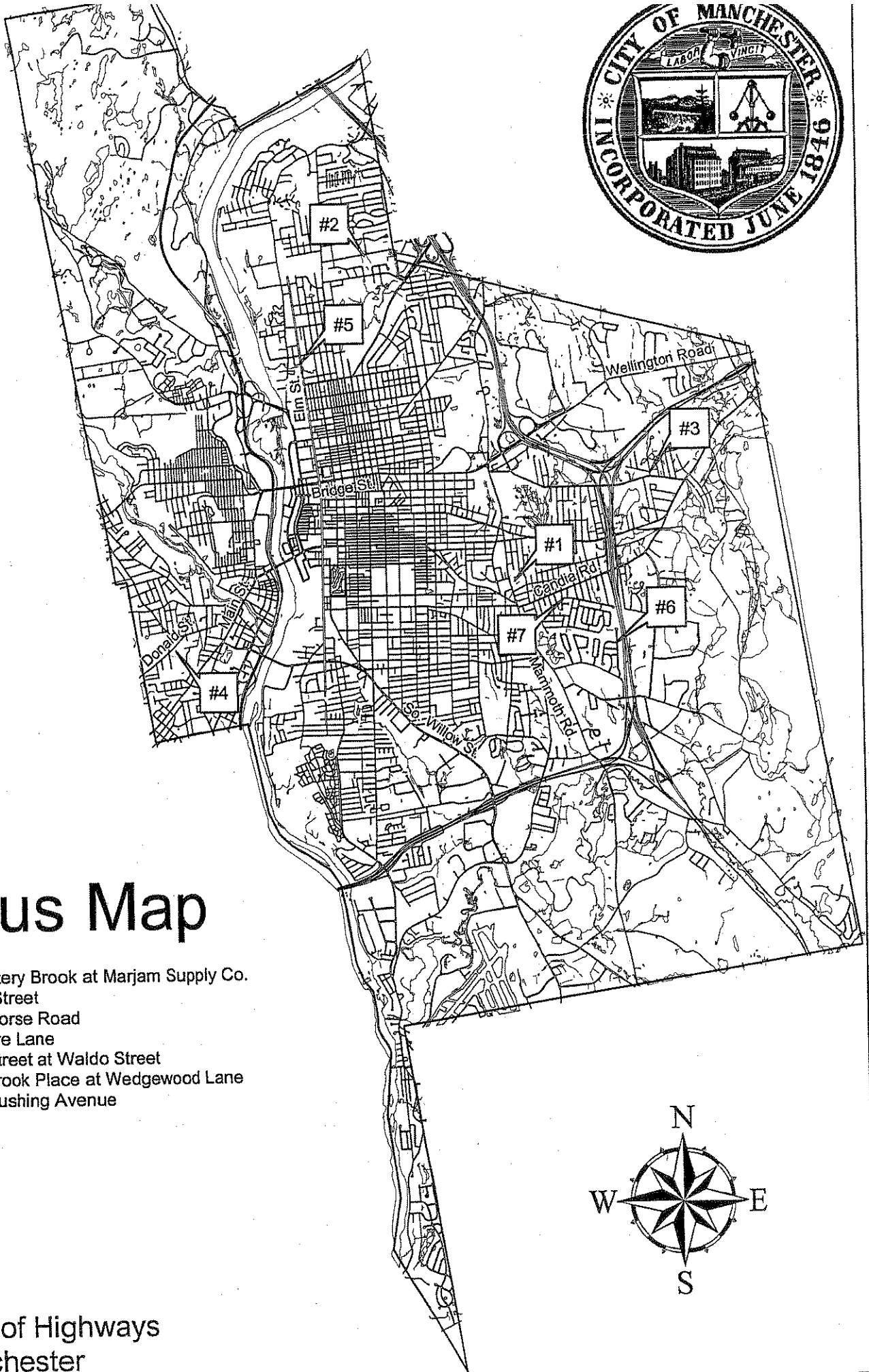


Bruce A. Thomas
Engineering Manager

c/Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.
Samuel Maranto

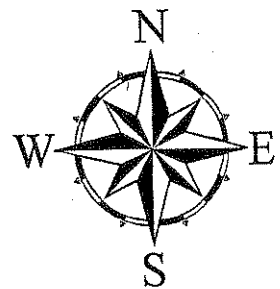


P



Locus Map

1. Cemetery Brook at Marjam Supply Co.
2. Arah Street
3. #47 Morse Road
4. Pasture Lane
5. Elm Street at Waldo Street
6. Pinebrook Place at Wedgewood Lane
7. #46 Cushing Avenue



P

Department of Highways
City of Manchester



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
James E. Connolly, Jr.
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Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

MEMORANDUM OF AGREEMENT

Date: January 27, 2004

Re: Installation of Cover over Cemetery Brook at Marjam Property

In order to cover the cemetery brook as it crosses the Marjam property at 257 Mammoth Road, several conditions must be met as follows:

- The City of Manchester Department of Highways (the City) will provide plans and dimensions of the proposed slabs;
- The City will remove the brush and debris from around the walls and clean them off in preparation for the wall caps;
- Marjam will make any necessary repairs to the walls and install a 3" +/- cap on each wall with the intent of creating a leveling course on the walls in preparation for the slab installation.
- Marjam will repoint the walls where necessary, install forms and pour the concrete caps;
- The City will install one catch basin on Marjam property and connect the basin to the brook through the west wall of the brook.
- The City will install the slabs.

The following is understood:

- The City has other obligations, such as snow plowing, etc... Therefore it is understood that although every effort will be made to complete the project in a timely manner, the City crews may be pulled away from the project at any time, but will resume the project when able to do so.
- Marjam will pay for all materials for the project. An estimate of the materials is attached. The estimate was done in good faith but is not intended to be construed as all inclusive.
- Marjam shall hold and save the City and its officers, agents, servants, and employees harmless from liability of any nature or kind, and will indemnify and hold harmless the City and its officers, agents, servants, and employees from and against all claims, damages, losses, and expenses.

CITY OF MANCHESTER HIGHWAY DEPARTMENT

MARJAM

Frank C. Thomas, P.E.

Date

Anthony Pariselli

Date

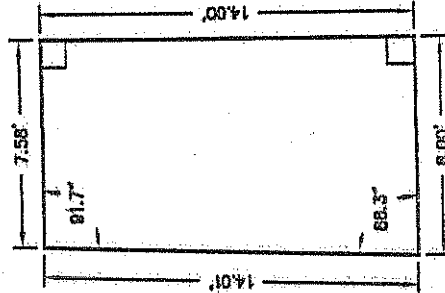
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CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
CEMETERY BROOK COVER
Marjam/Sundeen Lumber Site - Mammoth Road

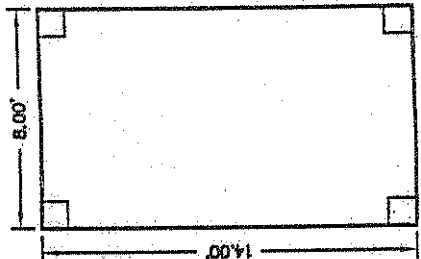
December 18, 2003
B.A.T.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL COST
1 TON		3/8 Wearing Course	\$23.40	\$23.40
2 TON		1/2" Base Course	\$23.40	\$46.80
5 TON		Recycled Asphalt	\$5.50	\$27.50
26 EA		Concrete Slabs	\$1,375.00	\$35,750.00
1 LS		Butyl Seal	\$2,600.00	\$2,600.00
5 CY		Concrete for wall caps	\$50.00	\$250.00
5 EA		CB Frame and Grate	\$110.00	\$550.00
10 LF		24" RCP Pipe	\$50.00	\$500.00
		Subtotal:		\$39,747.70
		Misc/Contingency (15%):		\$1,987.39
		Total:		\$41,735.09
		USE:		\$44,000.00

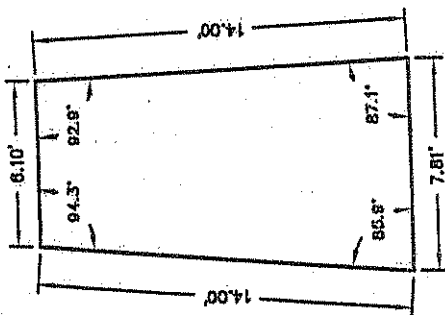
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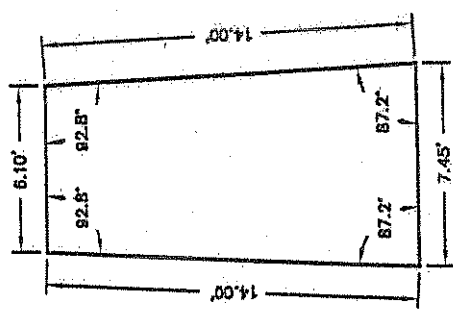
SLAB 1
(1 EACH)



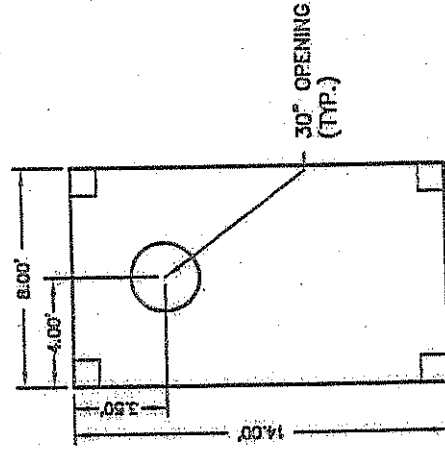
SLABS
2, 3, 5, 6, 8, 17, 19
(15 EACH)



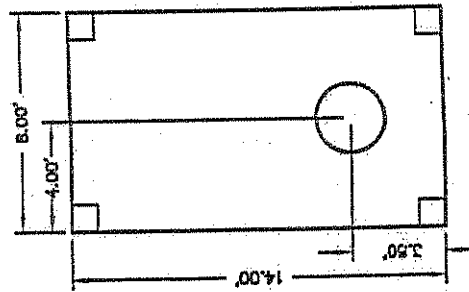
SLAB 20
(1 EACH)



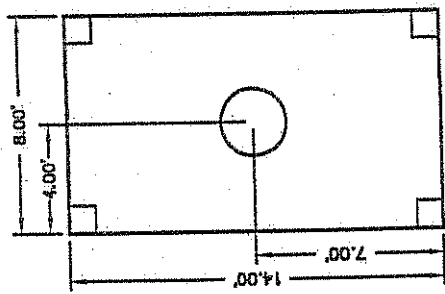
SLABS 21-24, 26
(1 EACH)



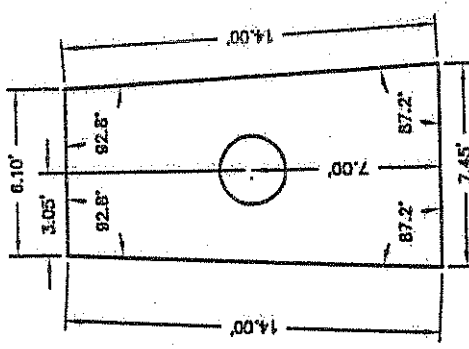
SLAB 4
(1 EACH)



SLAB 7
(1 EACH)



SLAB 18



SLAB 25
(OPENING IS IN CENTER OF SLAB
(1 EACH))

NOTE:
-SLABS #2-19 ALL SAME DIMENSIONS
-SLABS #21-26 ALL SAME DIMENSIONS

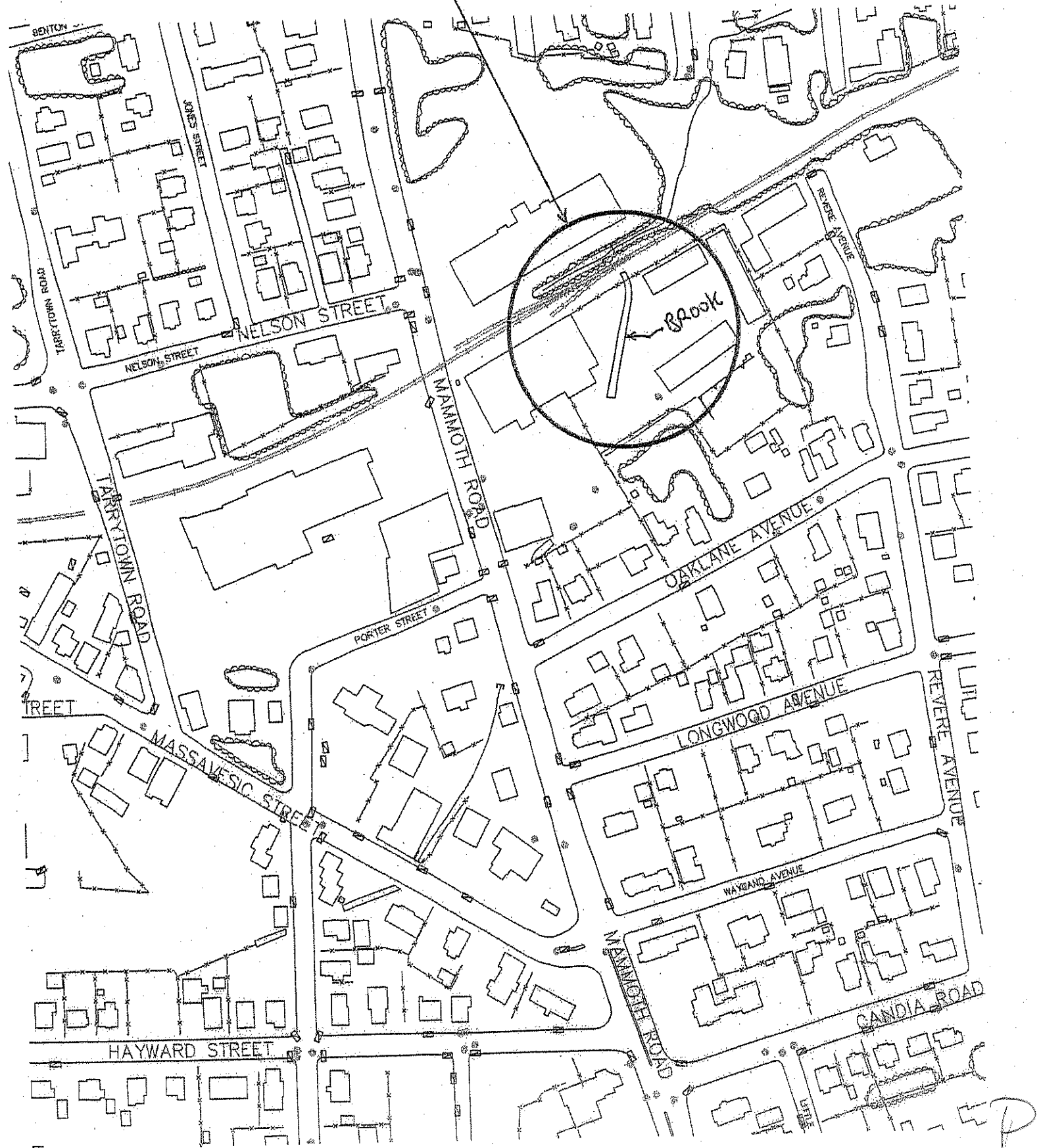
CONCRETE SLAB DETAILS
CEMETERY BROOK @ MARJAM
MANCHESTER, NEW HAMPSHIRE

NOVEMBER 2003

SCALE:
1" = 7'

Cover Cemetery Brook
With Concrete Slabs

1" = 200'



ESTIMATE
ARAH STREET PIPE REPLACEMENT
D.L.W. 02/03/04

Project Description:

This project consists of Replacing a drain line on Arah Street

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
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MATERIALS:

1	EA	DMH Frame and Cover	\$126.42	\$126.42
1	EA	Round Slab Top 48"	\$80.00	\$80.00
2	VF	48" Dia. Riser	\$78.00	\$156.00
1	EA	48" Dia. Base , 4' High	\$192.00	\$192.00
173	LF	18" HDP Pipe	\$9.91	\$1,714.43
43	TON	Stone	\$7.00	\$302.75
40	TON	Sand	\$7.00	\$280.32
60	CY	Loam (4")	\$10.50	\$630.00
1	EA	Filter Fabric (per roll)	\$300.00	\$300.00
1	TON	Rip Rap Stone	\$5.95	\$5.95
70	LF	Silt Fence	\$4.00	\$280.00

SUBTOTAL \$3,787.87

SUBCONTRACTS:

1	LS	Tree Removal	\$2,000.00	\$2,000.00
1	LS	Driveway Restoration	\$2,000.00	\$2,000.00

SUBTOTAL \$4,000.00

SUBTOTAL (MATERIALS): \$3,787.87

ADD 15% (OF VALUE OF MATL.): \$568.18

TOTAL SUBCONTRACTED ITEMS: \$4,000.00

TOTAL (MATERIALS): \$8,356.06

USE: \$9,000.00

10

HIGHWAY DEPARTMENT ESTIMATE

Morse Road #47

BAT Dec. 1, 2003

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
ROADWAY MATERIALS				
3	TON	3/8" Wearing Course	\$24.50	\$74.48
6	TON	3/8" Base Course	\$24.50	\$148.96
15	TON	Crushed Gravel	\$7.50	\$110.00
50	CY	Loam (4")	\$10.50	\$525.00

SUBTOTAL: \$525.00

ROADWAY MATERIALS: \$525.00

SUBTOTAL (MATERIALS): \$525.00

ADD 15% (OF VALUE OF MATL.): \$78.75

TOTAL (MATERIALS AND SUBCONTRACTS): \$603.75

USE: \$1,000

HIGHWAY DEPARTMENT ESTIMATE

Pasture Drive Swale Bypass
DLW OCTOBER 29, 2003

PROJECT DESCRIPTION: Connection of four existing catch basins on Pasture Drive to a main drain line to eliminate a drainage problem.

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
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ROADWAY MATERIALS

2	TON	3/8" Wearing Course	\$24.50	\$49.00
4	TON	3/8" Base Course	\$24.50	\$98.00
10	TON	Crushed Gravel	\$7.00	\$70.00
18	TON	Bank Run Gravel	\$7.00	\$126.00

SUBTOTAL \$343.00

DRAINAGE MATERIALS:

1	EA	DMH Frame and Cover	\$126.42	\$126.42
1	EA	Round Slab Top 48"	\$80.00	\$80.00
4	VF	48" Dia. Riser	\$78.00	\$312.00
1	EA	48" Dia. Base	\$192.00	\$192.00
12	TON	3/4" Stone	\$6.15	\$73.80
15	TON	Sand Fill	\$1.80	\$27.00
30	LF	12" Dia. HDP Pipe	\$3.27	\$98.10

SUBTOTAL: \$909.32

REGRADE SWALE

90	CY	Loam (4")	\$10.50	\$945.00
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SUBTOTAL: \$945.00

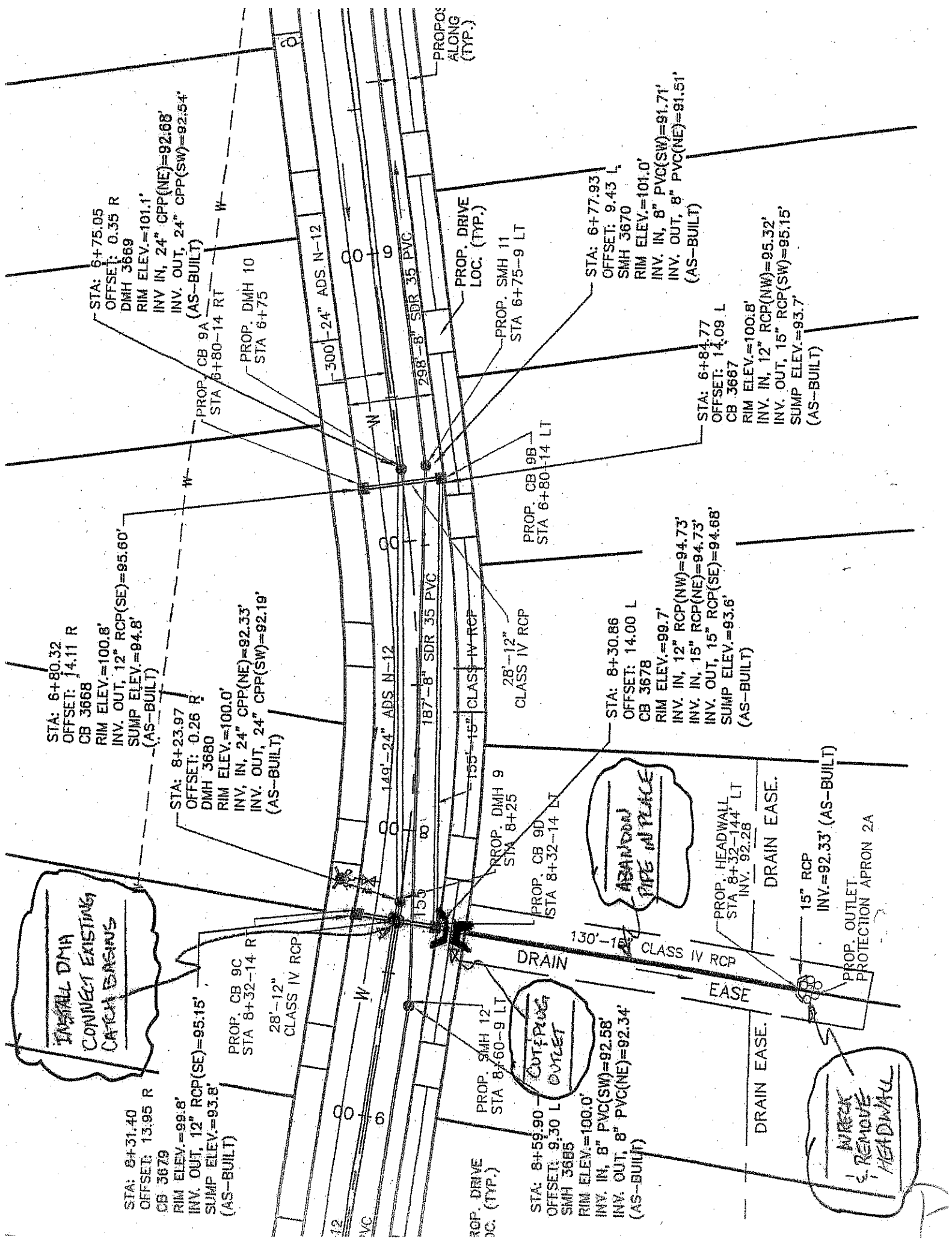
ROADWAY MATERIALS:	\$343.00
DRAINAGE MATERIALS:	\$909.32
REGRADE SWALE:	\$945.00

SUBTOTAL (MATERIALS): \$2,197.32

ADD 15% (OF VALUE OF MATL.): \$329.60

TOTAL (MATERIALS AND SUBCONTRACTS): \$2,526.92

USE: \$2,600



HIGHWAY DEPARTMENT ESTIMATE

WALDO STREET AT ELM STREET

DLW MAY 3, 2001

PROJECT DESCRIPTION: Provide catch basin at Waldo and Elm to eliminate puddling

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

8	TON	3/8" Wearing Course	\$24.50	\$196.00
16	TON	3/8" Base Course	\$24.50	\$392.00
20	TON	Crushed Gravel	\$7.00	\$140.00
9	TON	Bank Run Gravel	\$7.00	\$63.00

SUBTOTAL \$791.00

DRAINAGE MATERIALS:

2	EA	Type B Frames and Grates	\$105.06	\$210.12
2	EA	Round Slab Top 48"	\$80.00	\$160.00
3	VF	48" Dia. Riser	\$78.00	\$234.00
2	EA	48" Dia. Base	\$192.00	\$384.00
10	TON	3/4" Stone	\$6.15	\$61.50
23	TON	Sand Fill	\$1.80	\$41.40
70	LF	12" Dia. HDP Pipe	\$3.27	\$228.90

SUBTOTAL: \$1,319.92

ROADWAY MATERIALS: \$791.00

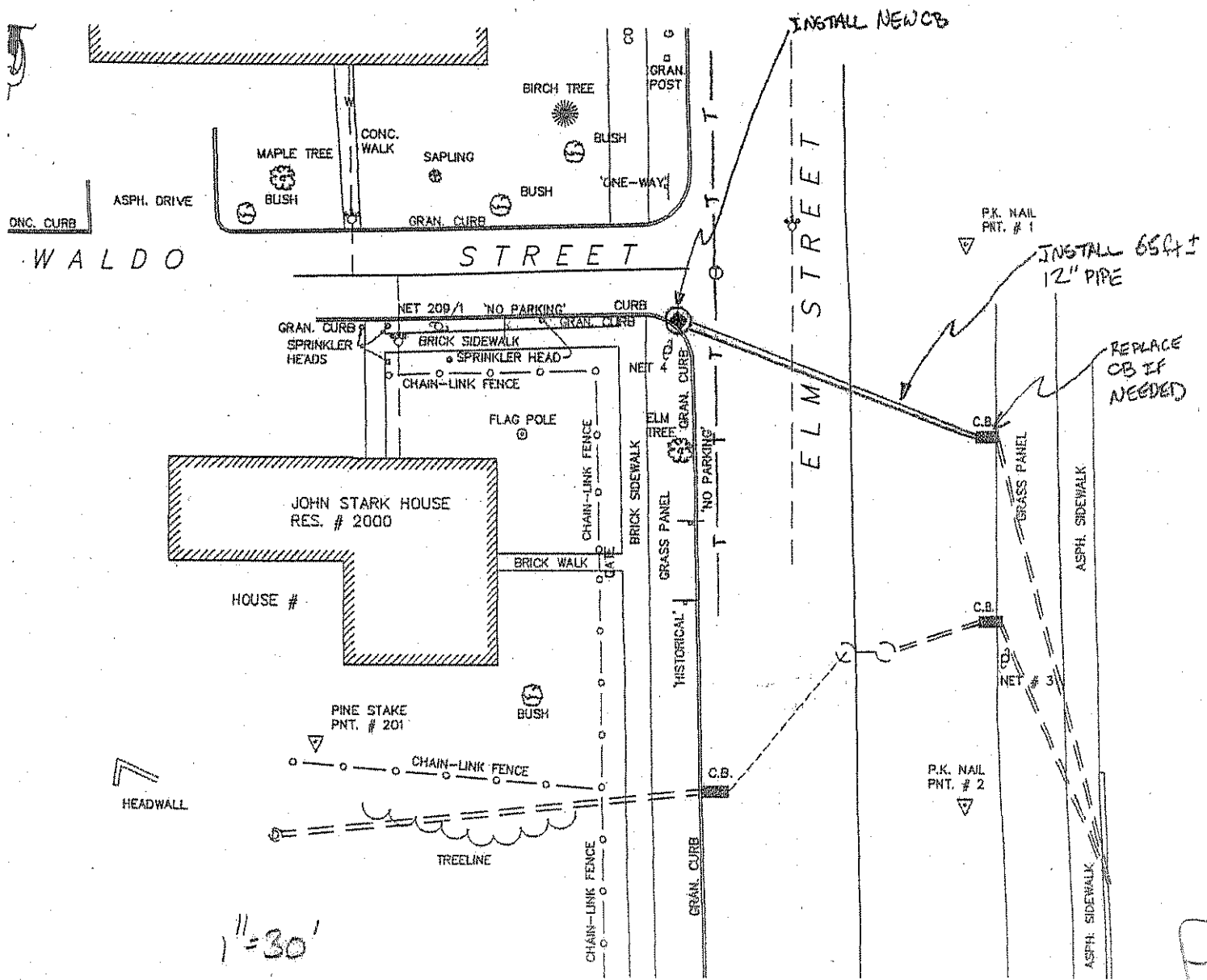
DRAINAGE MATERIALS: \$1,319.92

SUBTOTAL (MATERIALS): \$2,110.92

ADD 15% (OF VALUE OF MATL.): \$316.64

TOTAL (MATERIALS AND SUBCONTRACTS): \$2,427.56

USE: **\$3,000**



HIGHWAY DEPARTMENT ESTIMATE

Intersection of Wedgewood Lane and Pinebrook Place
DLW MAY 3, 2001

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
----------	-------	-------	------------	-----------------

ROADWAY MATERIALS

14	TON	3/8" Wearing Course	\$24.50	\$349.13
29	TON	3/8" Base Course	\$24.50	\$698.25
69	TON	Crushed Gravel	\$7.00	\$481.25
0	CY	Bank Run Gravel	\$7.00	\$0.00

SUBTOTAL \$1,528.63

DRAINAGE MATERIALS:

0	EA	Type B Frames and Grates	\$105.06	\$0.00
0	EA	DMH Frame and Cover	\$126.42	\$0.00
0	EA	Round Slab Top 48"	\$80.00	\$0.00
0	VF	48" Dia. Riser	\$78.00	\$0.00
0	EA	48" Dia. Base	\$192.00	\$0.00
0	TON	3/4" Stone	\$6.15	\$0.00
0	TON	Sand Fill	\$1.80	\$0.00
0	LF	12" Dia. HDP Pipe	\$3.27	\$0.00

SUBTOTAL: \$0.00

ROADWAY MATERIALS: \$1,528.63

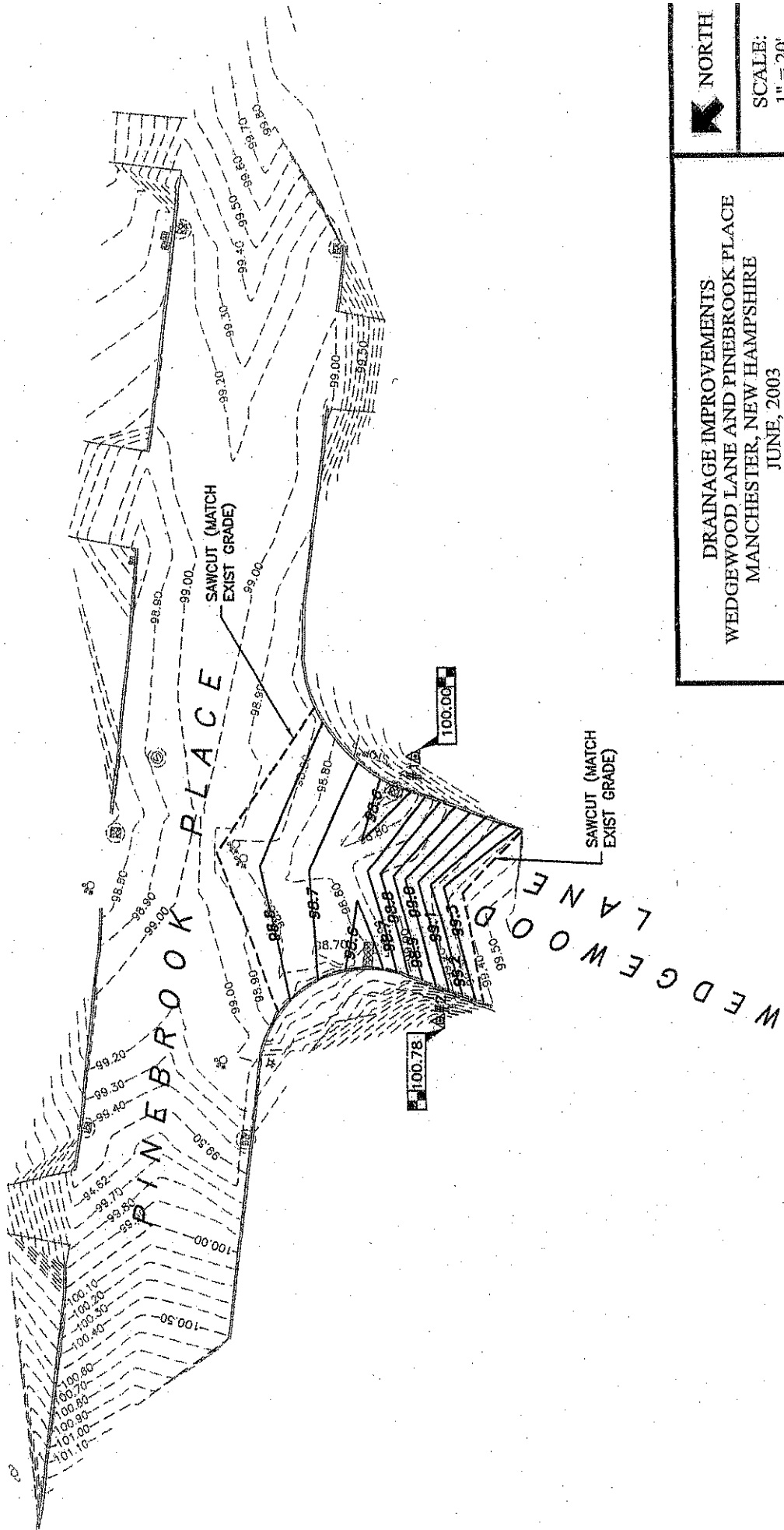
DRAINAGE MATERIALS: \$0.00

SUBTOTAL (MATERIALS): \$1,528.63

ADD 15% (OF VALUE OF MATL.): \$229.29

TOTAL (MATERIALS AND SUBCONTRACTS): \$1,757.92

USE: \$2,000



NORTH

DRAINAGE IMPROVEMENTS
WEDGEWOOD LANE AND PINEBROOK PLACE
MANCHESTER, NEW HAMPSHIRE
JUNE, 2003

SCALE:
1" = 20'

D

**CITY OF MANCHESTER
DEPARTMENT OF HIGHWAYS
CUSHING AVENUE DRAINAGE**

November 10, 2003
DAA

ROADWAY MATERIALS

QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
42	TON	3/8 Wearing Course	\$23.90	\$1,003.80
84	TON	1/2" Base Course	\$23.90	\$2,007.60
200	TON	Crushed Gravel	\$5.90	\$1,180.00
395	TON	Bank Run Gravel	\$5.90	\$2,330.50
30	CY	Sifted Loam	\$10.50	\$315.00

SUBTOTAL \$6,836.90

DRAINAGE MATERIALS

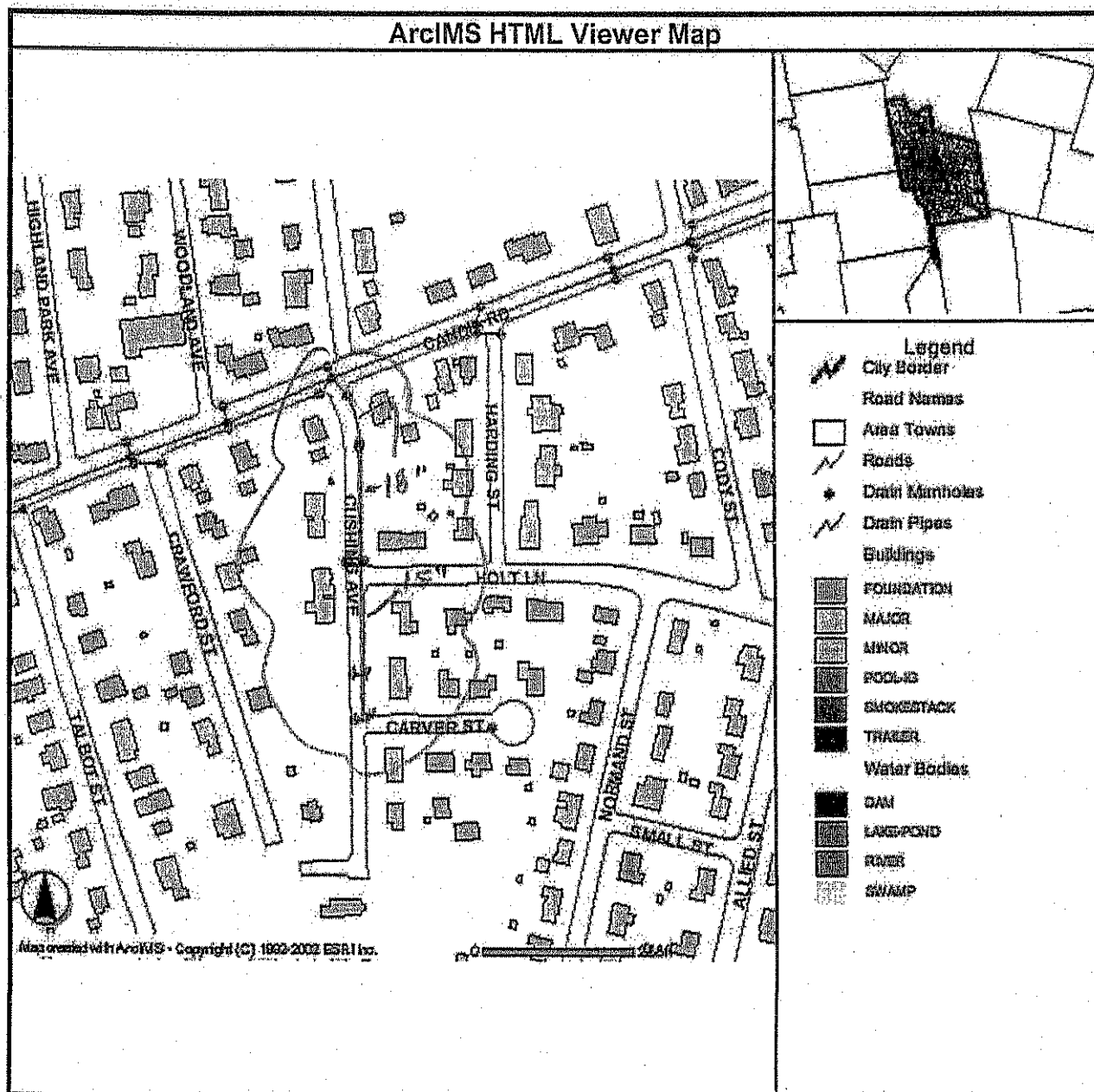
QUANTITY	UNITS	ITEMS	UNIT PRICE	TOTAL ITEM COST
7	EA	2 x 2 CI Grate Type "B"	\$39.95	\$279.65
7	EA	4 IN CI Frame	\$58.60	\$410.20
100	LF	12" HDPE Pipe	\$3.27	\$327.00
250	LF	15" HDPE Pipe	\$4.45	\$1,112.50
290	LF	18" HDPE Pipe	\$6.00	\$1,740.00
7	EA	4 FT X 48" Dia. Base	\$192.00	\$1,344.00
21	VF	48" Dia Riser Sections	\$38.00	\$798.00
7	EA	48" ID Slab Top W/ 30" Opening	\$80.00	\$560.00
66	TON	Stone Bedding	\$5.90	\$389.40
180	TON	Sand Cushion	\$4.90	\$882.00

SUBTOTAL \$7,842.75

SUBTOTAL (MATERIALS ONLY)	\$14,679.65
SUBTOTAL 10% OF MATERIALS	\$1,467.97
SUBTOTAL LABOR (MATERIALS/.4)	\$36,699.13

TOTAL (MATERIAL+ 10%)	\$16,147.62
TOTAL (MATERIAL+ 10%+LABOR)	\$52,846.74

USE
\$17,000 ← Materials
\$53,000 ← only



D

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has approved a request of Deputy Police Chief Simmons to retain the former prisoner transport vehicle as an emergency response vehicle for the department's Civil Resolution Team.

Respectfully submitted,



Clerk of Committee

Q



John A. Jaskolka
Chief

City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission

James A. McDonald, Sr.
John J. Tenn
Nury Marquez
Thomas Noonan

Deputy Chiefs

Richard P. O'Leary
Glenn S. Leidemer
Gary T. Simmons

Executive Secretary
Kim Demers

December 8, 2003

C.I.P. Committee of the
Honorable Board of Mayor and Alderman
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to retain replaced police vehicle

Dear Committee Members:

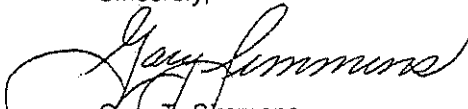
The Police Department, though Motorized Equipment Acquisition recently replaced it's Prisoner Transport Vehicle. This replacement was necessary due to the condition and mileage of the current transport vehicle.

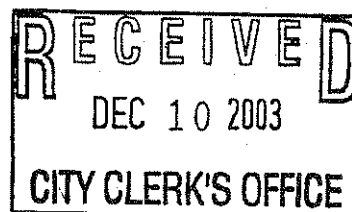
Although this vehicle is no longer road worthy in its previous function as a transport vehicle, we are requesting committee and board permission to retain this vehicle solely as an emergency response vehicle for our Civil Resolution Team. (CDR)

Our CDR team consists of 40 trained members who respond to incidents of civil unrest and matters of that nature and deploy a rapid response of a 12-man unit, followed up by a second response of at least 12 officers. They are equipped with riot protection gear and mass arrest equipment. Our purpose in retaining the replaced transport vehicle would give the team the opportunity to maintain a vehicle with a variety of their equipment in place and the option of incident response with 12 members at one time. A second team could then be moved using our current equipment.

With the exception of a rapid response for the team and limited training, it would remain secured and parked in an appropriate area, solely used by the CDR team. Although the van would not meet the demands of continued usage, our mechanics believe the van would be suitable for this purpose. If you have any questions do not hesitate to contact me. We appreciate the committee's consideration of this request.

Sincerely,


Gary T. Simmons
Dep. Chief of Police



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Q

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration that:

a request for no parking on Elm Street (both sides) from Bridge to Valley Streets on Sunday, March 21, 2004; and painting of shamrocks at the intersections of Elm and Pleasant Streets and Elm and Hanover Streets

for the St. Patrick's Day Parade be granted and approved under the direct supervision of the Police and Traffic Departments.

Respectfully submitted,

L. R. Beimer

Clerk of Committee

R

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that all metered parking be changed from Monday-Friday, 8AM-8PM to Monday-Friday, 8AM-6PM.

Please note that nothing contained in this report shall change any regulation in regards to issuance of parking permits.

Respectfully submitted,



Clerk of Committee

5

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

STOP SIGNS

On Lisa Lane at S. Beech St., nec (emergency act)
On Biron St. at Pinard St., nwc and sec

CROSSWALKS:

On McLaughlin School Driveway At Faculty Parking Lot At South End Of School
On Montgomery St. north of Amory St.
On Amory St. to island north of Bartlett St.
On Bartlett St. west of Auclair Ave.
On Auclair Ave. south of Bartlett St.

NO PARKING:

On Orchard Ave., west side, from a point 110 feet north
of Candia Rd. to a point 50 feet north
On South Beech St., east side, from Mystic St. to a point
90 feet north (emergency act)
On Mitchell St., north side, from S. Elm St. to a point 70
feet easterly (emergency act)
On Belmont St., west side, from Grove St. to a point 90
feet northerly
On Circle Road, west side, from Weston Rd. to Manor
Drive
On Circle Road, east side, from Weston Rd. to a point 100
feet easterly
On Cumberland St., west side, from a point 180 feet south
of Monitor St. to a point 65 feet southerly

T

NO PARKING (10 PM-7 AM SEVEN DAYS):

On Smyth Lane, north side, from Mammoth Rd. to Estate Drive

On Smyth Lane, south side, from Mammoth Rd. to a point 75 feet westerly

On Smyth Lane, south side, from a point 140 feet west of Mammoth Rd. to a point 170 feet west

RESCIND NO PARKING:

On Orchard Ave., west side, from Candia Rd. to a point 60 feet north

On Orchard Ave., west side, from a point 60 feet north of Candia Rd. to a point 90 feet north (#3473)

ONE WAY STREETS:

Textile Court, from the dead end of the street to a point 70 feet easterly (Eastbound)

Ash St. from Bridge St. to Lowell St. southbound

PARKING 2 HOURS (8AM-6PM MON-FRI):

On Beech St., east side, from Amherst St. to Hanover St.

RESCIND NO PARKING LOADING ZONE:

On Beech St., east side, from a point 75 feet south of Amherst St. to a point 45 feet south (#2623)

RESCIND PARKING 2 HOURS:

On Beech St., east side, from a point 120 feet south of Amherst St. to Hanover St. (#6957)

On Beech St., east side, from Amherst St. to a point 75 feet south (#6956)

REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted, be repealed.

Respectfully submitted,



Clerk of Committee

T

To the Board of Mayor and Aldermen of the City of Manchester:

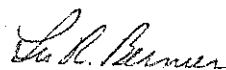
The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that it has reviewed an Ordinance:

“Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester.”

and recommends that same be referred to the Committee on Bills on Second

Reading for technical review.

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

GENERAL PROVISIONS

- § 75.01 DEFINITION.
- § 75.02 OBEDIENCE TO TRAFFIC CONTROL ORDINANCES; EFFECT OF CONFLICT
- § 75.03 OBEDIENCE TO TRAFFIC CONTROL DEVICES; EXCEPTIONS
- § 75.04 AGE REQUIREMENTS
- § 75.05 EQUIPMENT REQUIRED
- § 75.06 SPEED; DIRECTION
- § 75.07 YIELDING RIGHT-OF-WAY
- § 75.08 NOISE
- § 75.09 RENTAL
- § 75.10 PENALTIES

LICENSES

- § 75.11 LICENSES REQUIRED
- § 75.12 APPLICATION
- § 75.13 ISSUANCE
- § 75.14 FEE; DURATION

GENERAL PROVISIONS

This ordinance shall govern the use of all motorized scooters, also known as go-peds or motorized skateboards, on all public streets, alleys and highways within the City of Manchester and the property of any designation owned by the City.

§ 75.01 DEFINITION.

For the purpose of this ordinance the term motorized scooters shall mean any vehicle with a gas or electric engine and wheels joined, in tandem, to the bottom of a narrow platform with a vertical handle fixed to the platform, frame or wheels which is intended to be ridden in a standing position.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

§ 75.02 OBEDIENCE TO TRAFFIC CONTROL ORDINANCES; EFFECTS OF CONFLICT.

Any person operating a motorized scooter upon any public highway or path within the City shall operate the same in accordance with all the provisions contained in the traffic ordinances of the City.

§ 75.03 OBEDIENCE TO TRAFFIC CONTROL DEVICES; EXCEPTIONS

All official traffic signals, signs, and other control devices within the City used in regulating and directing traffic must be obeyed, unless otherwise directed by a police officer; and on public highways where authorized signs are erected, indicating that no left, right, or "U" turn is permitted, no person or persons operating a motorized scooter in the city shall disobey the regulation contained therein, except that when such person dismounts from the bicycle to make any such turn, he shall obey all the traffic ordinance provisions applicable to pedestrians.

§ 75.04 AGE REQUIREMENTS

The use of a motorized scooter is allowed by anyone 16 years of age or older; anyone under this age is restricted from using them. A valid motor vehicle driver's license is not required to operate a motorized scooter.

§ 75.05 EQUIPMENT REQUIRED

No person shall operate a motorized scooter unless it is equipped with a brake. Operators shall wear footwear consisting of a sturdy sole and which completely covers the feet and toes.

Any motorized scooters operated upon any way during the period from ½ hour after sunset to ½ half hour before sunrise, and whenever rain, snow, or fog shall interfere with the proper view of the road shall be equipped with a lamp emitting a white light visible from a distance of 300 feet in front of the motorized scooter and with a red reflector on the rear which shall be visible from a distance of 300 feet to the rear when directly in front of the headlamps of a motor vehicle.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

§ 75.06 SPEED; DIRECTION

Motorized scooters shall not be operated within the City at a speed greater than is reasonable and prudent under the conditions then existing, and shall be operated as near the right-hand side of the highway as practicable, exercising due care when passing a parked vehicle, or one proceeding in the same direction.

§ 75.07 YIELDING RIGHT-OF-WAY

Motorized scooters emerging from an alley, driveway, or building within the City shall upon approaching a sidewalk or the sidewalk area extending across any alleyway, or driveway yield the right-of-way to all pedestrians approaching on the said sidewalk or sidewalk area; and upon entering the highway shall yield the right-of-way to all vehicles approaching on said highway.

§ 75.08 NOISE

No motorized scooter shall make any unreasonably loud, disturbing or unnecessary noise.

§ 75.09 RENTAL

No person shall rent, or offer for rent, any motorized scooter within the City unless it is properly licensed and equipped in accordance with the provision of this chapter.

§ 75.10 PENALTIES

Any person or persons violating any act or provision of this ordinance shall be fined not more than \$25 for the first offense and \$50 for a second offense. Any person or persons violating this ordinance on a third, or more, time must appear.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending the Code of Ordinances of the City of Manchester by creating §75.00 Motorized Scooters established to govern the use of motorized scooters in the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

LICENSES

§ 75.11 LICENSES REQUIRED

No person shall ride or propel a motorized scooter on any public highway within the City, or upon any other public path unless such motorized scooter has been properly licensed as herein provided.

§ 75.12 APPLICATION

Any person requiring a license for a motorized scooter shall submit his application in writing to the Chief of Police, or his authorized agents. Each application shall be made on an approved form to be provided by the Police Department and contain such information as the Chief of Police may deem necessary for the proper enforcement of this chapter.

§ 75.13 ISSUANCE

It shall be the duty of the Chief of Police or his agents to act on all motorized scooter license applications received and to issue the same when the provisions of this chapter have been complied with by the applicant, including the certification by the applicant that the motorized scooter is in good and safe mechanical condition.

§ 75.14 FEE; DURATION

A. The fee for each motorized scooters license issued shall be \$5. A motorized scooter shall be considered registered for the entire life of the motorized scooter, unless the plate provided by the Chief of Police has been mutilated, destroyed, altered, or the ownership of the motorized scooter has been transferred to another person.

B. Upon transfer of ownership of the motorized scooter the new owner shall re-register the motorized scooter as provided in § 72.21.

This ordinance shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that it has reviewed an Ordinance:

“Amending certain provisions of the Motor Vehicles and Traffic Ordinances to provide for increased penalties for parking in a Handicapped Parking Space and to provide penalties for parking in a Handicapped Parking Space Access Aisle.”

and recommends that same be referred to the Committee on Bills on Second Reading for technical review.

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending certain provisions of the Motor Vehicles and Traffic Ordinances to provide for increased penalties for parking in a Handicapped Parking Space and to provide penalties for parking in a Handicapped Parking Space Access Aisle."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Chapter 70 Motor Vehicles and Traffic §70.06 by adding the following definition:

HANDICAPPED PARKING ACCESS AISLE. A designated space for maneuvering a wheelchair or other mobility device when entering or exiting a vehicle, and that is immediately adjacent to a properly designated parking space for persons with a walking disability, whether on public or private property.

II. Amend Chapter 70 Motor Vehicles and Traffic §70.36 by deleting §70.36A (15) and replacing it with a new §70.36A (15). In any handicapped parking tow zone or in or overlapping into any Handicapped Parking Access Aisle unless the vehicle bears a proper license plate, decal or permit for such parking and is being operated by a handicapped person who qualified for the handicapped plate, decal or permit or the qualified handicapped person is being transported in the vehicle and who is out of the vehicle while the vehicle is parked.

III. Amend Chapter 70 Motor Vehicles and Traffic §70.78 by replacing "Handicapped Zone \$50.00" with "Handicapped Zone \$250.00".

IV. Amend Chapter 70 Motor Vehicles and Traffic §70.78 by adding "Handicapped Parking Space Access Aisle First Offense \$50.00 and "Handicapped Parking Space Access Aisle Subsequent Offenses \$100.00".

V. Amend Chapter 70 Motor Vehicles and Traffic §70.79 by replacing "Handicapped Zone \$75.00" with "Handicapped Zone \$300.00".

VI. Amend Chapter 70 Motor Vehicles and Traffic §70.79 by adding "Handicapped Parking Space Access Aisles First Offense \$75.00" and "Handicapped Parking Space Access Aisle Subsequent Offenses \$125.00".

VII. Resolved, this ordinance shall take effect upon passage and when duly advertised.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that they have approved directional signs for Gill Stadium as submitted by the Traffic Department.

Respectfully submitted,

L. H. Bernier

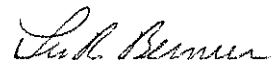
Clerk of Committee

W

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that they have approved implementation of the downtown area Traffic Signal Optimization and Synchronization Study submitted by the Traffic Department.

Respectfully submitted,



Clerk of Committee

X

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully advises, after due and careful consideration, that they have approved a request to allow the City Hall Information Booth volunteers the use of a parking permit placard to be placed on their dashboard(s) while on duty at City Hall due to the recent sale of the Canal Street garage.

Respectfully submitted,

L.H. Bernier

Clerk of Committee

4



CITY OF MANCHESTER

OFFICE OF THE MAYOR

Robert A. Baines
Mayor

February 12, 2004

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (V/TTY)

Fax: 603.624.6576

www.ManchesterNH.gov

To: Board of Mayor and Aldermen

From: Bob Baines *RB*

Re: Letter from U.S. Department of Justice

I am in receipt of the attached letter from Stewart Roles, Administrator of the Community Corrections Branch of the Federal Bureau of Prisons. I am recommending that this issue be referred to a staff committee, chaired by Chief Jaskolka. Members of the committee would be Bob Mackenzie, Tom Clark, Leon LaFreniere and representing my office, Michael Colby. The chair of the Board, Alderman Shea, shall also be invited to attend the meetings.

13



U.S. Department of Justice

Federal Bureau of Prisons

Washington, DC 20534

January 13, 2004

RECEIVED

JAN 20 2004

MAYOR'S OFFICE

The Honorable Robert A. Baines
Mayor, City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Mayor Baines:

The purpose of this letter is to inform you that the Bureau of Prisons (Bureau) has issued a Request for Proposals (RFP) for community sanction center (CSC) or "halfway house" services in the Manchester, Hillsboro County, New Hampshire area. The announcement, RFP 200-0812-NE, was advertised January 12, 2004, on the Internet at FedBizOpps.gov. Offerors will be given until March 9, 2004, to submit their proposals to the Bureau.

Currently, there are no federal CSC services being provided in this area.

Our halfway houses provide services to male and female offenders who are transferred from correctional institutions to the community for release programming, and offenders under the supervision of the U.S. Probation Office who are required to reside at a CSC. Nationwide, our inmates spend around three to four months in a CSC, although longer placements sometimes occur.

This contract will be for a total term of five years. The RFP asks for CSC services for 14 beds for males and 6 beds for females for each year of the contract. These figures represent the Bureau's best estimate of bed space needs at this time.

The Bureau has a long history of transferring inmates who are within a few months of release to contractor-operated CSCs for transitional programming. Many of these inmates have been separated from their communities for extended periods of time. Our experience shows that CSCs enhance public safety by offering offenders the opportunity to find employment, establish a residence, and re-enter the community through a structured, supportive environment.

Very truly yours,
Director, Federal Bureau of Prisons

13


We take our responsibility for overseeing contract CSCs very seriously. Bureau staff routinely inspect the facilities and provide training to contract staff to ensure a high level of program performance. Additionally, our contracts include stringent requirements for inmate accountability, life safety, drug and alcohol testing, and other program areas.

The RFP is available to interested offerors at the Internet site, FedBizOpps.gov. The Bureau encourages full and open competition in the procurement of these services. If you know of any other agency or firm which might be interested in receiving this RFP, please refer them to the Internet site or contact me at the phone number provided below.

Agencies responding to our RFP must notify the local law enforcement authority and local elected officials of their proposal to operate a CSC. This ensures local communities are fully aware of the proposed CSC and have the opportunity to provide their comments or concerns. We acknowledge that communities and neighborhoods may be concerned when a CSC establishes itself in their midst. However, we have found that CSCs are good neighbors and that they are able to integrate themselves fully into the communities where they are located. CSCs play a critical role in the federal criminal justice system by aiding inmates returning to their local communities. However, they can be effective only if they enjoy the support of those communities.

Should you wish to discuss any of the topics raised in this letter, please call me at (202)307-3171.

Sincerely,

for 

Stewart Rowles, Administrator
Community Corrections Branch



MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY
President

RAYMOND W. PROVENCHER
Clerk

DONALD P. COUTURIER
JAMES W. CRAIG
PATRICIA H. CORNELL
RICHARD M. BUNKER

Ex Officio
HON. ROBERT A. BAINES
Mayor

THOMAS M. BOWEN, P.E.
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.
Asst. Director

February 5, 2004

Board of Mayor and Aldermen
City of Manchester
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03105

**RE: SPECIAL LEAVE
CODE OF ORDINANCES 33.076(B)**

Dear Board of Mayor and Aldermen:

Attached for your consideration is a letter from Theresa A. McNeil dated January 26, 2004, which requests a formal leave of absence by Ms. McNeil for the period from February 6th through the first week of April.

As stated in the letter, the purpose of the request is to allow Ms. McNeil to provide medical assistance and home care for her son who was recently injured in a most serious automobile accident.

Manchester Water Works has determined that Ms. McNeil's duties as an Account Specialist II can, for this short period of time, be covered adequately by other individuals within our Financial Division, and as such, we strongly recommend that you grant the request.

Sincerely,

Thomas M. Bowen, P.E.
Director

TMB:ds

cc: Mayor Robert A. Baines
Virginia Lamberton, Human Resources Director
Philip Croasdale, Water Financial Administrator
Theresa A. McNeil

14

Theresa A. McNeil
589 South Main St.
Manchester, NH 03102
(603) 644-4576

January 26, 2004

Mr. Thomas Bowen
Manchester Water Works Dept.
281 Lincoln Street
Manchester, NH 03103

Re: Leave of Absence

Dear Mr. Bowen;

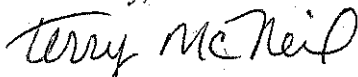
Due to the circumstances of my son's recent accident and his current condition, there is a continual need of my presence, daily, during his recovery & rehabilitation at the Spaulding Rehabilitation Center in Boston, Massachusetts. The fact that I will also need to be available to him initially upon his return home until a home routine is established, is the reason I am requesting at this time a leave of absence.

My FMLA will terminate according to Christine Martinsen on February 6th, 2004. I am requesting a leave of absence from February 9th 2004 with a tentative return date around the first week of April, perhaps even sooner if possible.

I can provide you with any additional information that you may need regarding these circumstances and the need for my absence during this period.

Thank you for your time and your consideration of my request.

Sincerely,



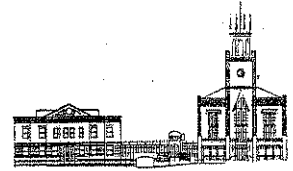
Terry McNeil

14



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Robert MacKenzie
Planning Director

From: Carol Johnson
Deputy City Clerk

Date: February 10, 2004

Re: Amendment to Zoning Ordinance

Enclosed is a petition for rezoning of the R3 Districts submitted by Attorney Lazos.

Pursuant to recent policy set by the Board I am forwarding this petition to you for technical review and notification to the Planning Board. By way of this memo I am forwarding a copy of the petition to the Building Department for their review and comment.

Mayor Baines has advised that this petition should be placed on the agenda of the February 17th meeting of the Board of Mayor and Aldermen.

C: Leon LaFreniere, Building Commissioner
Pamela Goucher, Planning Department
Terry Harlacher, Planning Department

15



ATTORNEYS AT LAW

February 10, 2004

VIA Hand Delivery

Board of Mayor and Aldermen
c/o Manchester City Clerk
City Hall
One City Hall Plaza
Manchester, NH 03101

Re: PEASE / VAILAS REALTY HOLDINGS, LLC Request for Zoning Amendment for 55 Riverfront Drive.

Dear Mayor Baines:

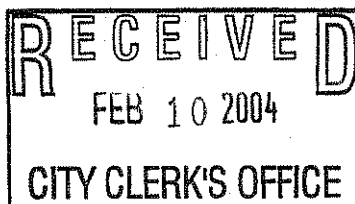
This request for an amendment to the Manchester Zoning Ordinance is being made at the request of my client, PEASE/VAILAS REALTY HOLDINGS, LLC which proposes to develop the property located on the west bank of the Merrimack River known as 55 Riverfront Drive. The Property is located just north of the existing Meetinghouse Place. My client proposes to construct a three story condominium on the Property but has run into an issue relating to the allowed height of a peaked roof for the building in the R-3 Zone.

Our request relates to a technical revision in the Zoning Ordinance which would allow the construction of a three (3) story building with a height of up to 45 feet to the peak of its roof. As part of the adoption of the new Ordinance in February of 2001, the Board permitted the construction of three (3) story buildings in the R-3 Zone but restricted the height to the roof peak to 35 feet. The effect is to allow the construction of a three story building but only with a flat roof. The formal request is to change the reference to "35" in the Height column of Article 6.07 Table Of Dimensional Regulations for the "Base District R-3 Residential, first 3 units" to "45". This change will still limit buildings to three (3) stories but will permit the development of a more architecturally desirable peaked roof for the building.

I have already discussed this request with the Planning Department and they support the revision. I attach the Memorandum of support required by the Zoning Ordinance

STEBBINS, LAZOS & VAN DER BEKEN
PROFESSIONAL ASSOCIATION

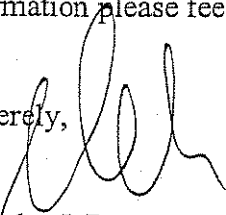
The Daily Mirror Building
66 Hanover Street, Suite 301
Manchester, NH 03101
Telephone (603) 627-3700
Facsimile (603) 641-8900



15

Thank you for your attention to this matter. If you should need any further information please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to be 'N. Lazos', written over the word 'Sincerely,'.

Nicholas J. Lazos

cc: Robert MacKenzie

cc: Client

cc: City Clerk

**MEMORANDUM IN SUPPORT OF
TECHNICAL CHANGE TO ZONING ORDINANCE**

This memorandum is submitted in support of the proposal to make a technical revision to the Zoning Ordinance, which would allow the construction of three (3) story residential building with a height of 45 feet to the peak of its roof in the R-3 Zone.

1. As part of the adoption of the new Ordinance in February of 2001, the Board permitted the construction of three (3) story buildings in the R-3 Zone but restricted the height of a roof peak to 35 feet. This prevents the construction of a three story building with a peaked roof. The formal request is to change the reference from "35" in the Height column of Article 6.07 Table of Dimensional Regulations for the "Base District R-3 Residential, first 3 units" to "45". This change will still limit the buildings to three stories but will permit the development of a more architecturally desirable peaked roof of the buildings.
2. The effect of the proposed zoning ordinance amendment would be to allow traditional peaked roofs on three story buildings in the R-3 Zone. The Petitioner will provide the Board with a Plan comparing otherwise identically three story buildings under the Ordinance as revised, allowing for peaked roofs and under the existence Ordinance, limiting roofs to 35 feet.
3. The proposed change will allow for more architecturally pleasing design for buildings in the R-3 Zone and will have no effect, otherwise, in the economy municipal services and neighborhoods.

We have also done a study of the height of existing buildings and have determined the buildings in the immediate neighborhood have the following heights as calculated under the Ordinance:

Ramada Inn	48 feet
Dockside I and II	39 feet
Meetinghouse Place	51 feet
Amoskeag School	58 feet

4. This request has the support of the abutting property owners.

Raphael Club

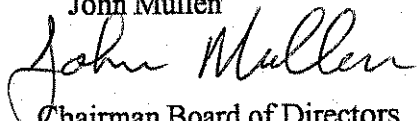
To : The Board of Mayor and Aldermen
City of Manchester, N.H

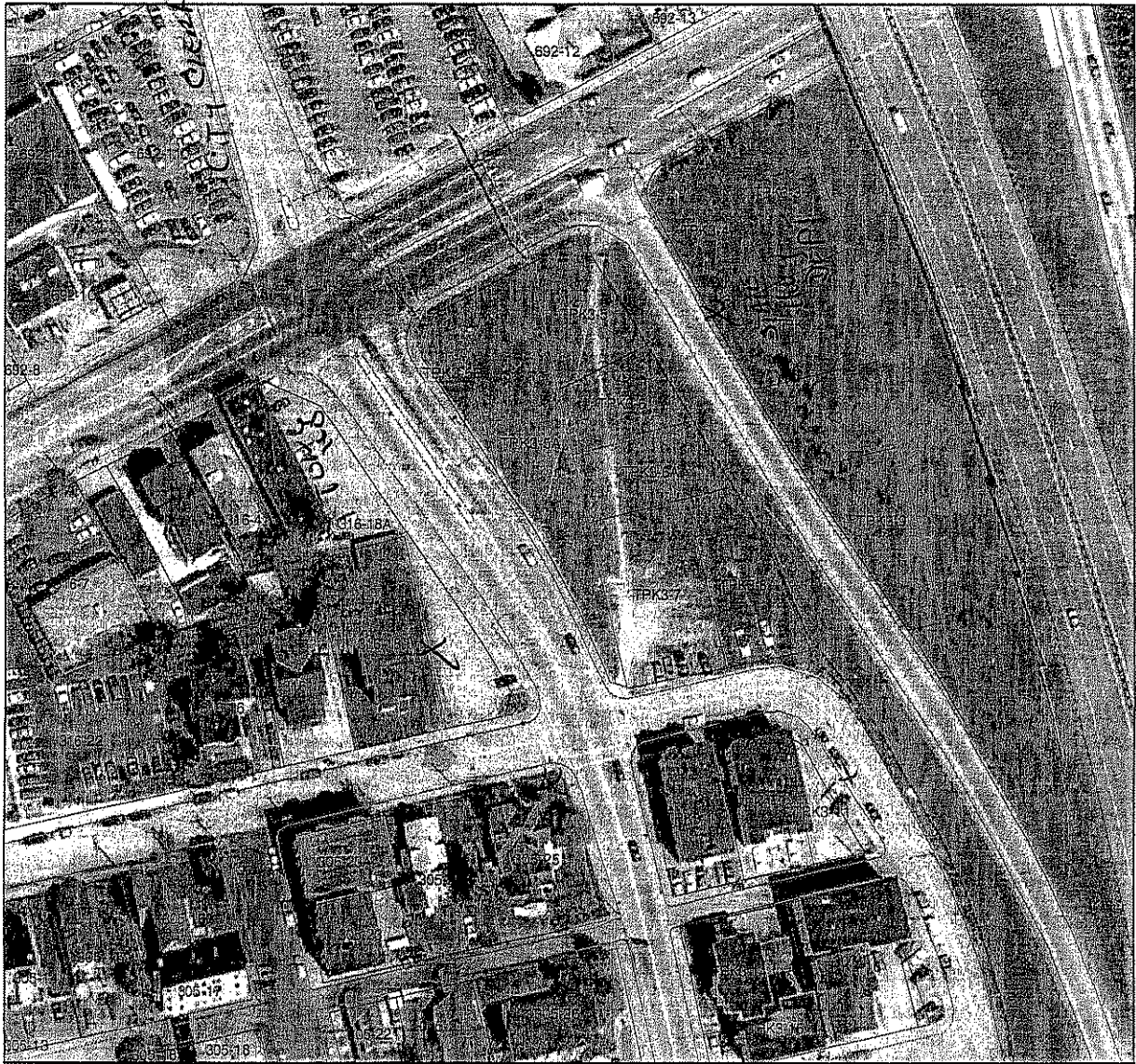
01-23-04

From : The Raphael Social Club
237 Granite St.
Manchester, N.H.

As you probably know the State of N.H., Dept. of Transportation will be taking our land and building by eminent domain later this year, for the construction of a south bound off ramp from 293 onto Granite St.. We have entered into an agreement with the State to purchase the property directly across the street from our present location. This property is bounded by Granite St. to the north, Second St. to the west, School St. to the south and the on ramp to 293 on the east. At the present time this vacant property is partially zoned B-2 and R-3. We are asking that the lots that are now zoned R-3 (TPK 3-5A, TPK 3-6, TPK 3-6A, TPK 3-7, TPK 3-8) be rezoned to B-2 . This will enable us to erect our new building on this property. I would like to thank you in advance for your consideration in this matter.

Sincerely
John Mullen


Chairman Board of Directors
Raphael Social Club



CURRENT OWNER GERMANA, MARY F 94 ALPINE ST MANCHESTER, NH 03102		TOPO. 1 Level 1 Suitable		UTILITIES 1 All Public 5 Curb & Gutter 6 Sidewalk		STREET/ROAD 1 Paved 1 Urban		LOCATION	
Additional Owners:		Account # Land Adjust Voided Total SF Zone Frontage/Dep		7372220 NO NO 4081 No		RAD OR CAD RAD = 590 Old LUC Sketch Note Land Class Parcel Zip		C 03102-4004	
GIS ID:		BK-VOLTAJE 5137/1423		SALE DATE 07/22/1992 04/09/1981		U		SALE PRICE 3,800 0 0	
RECORD OF OWNERSHIP GERMANA, MARY F GERMANA, DOMINIC L BALLARD PRINTERS III		Yr. Code 2003 3260 2003 3260		Assessed Value 29,300 173,500		Yr. Code 2002 3260 2002 3260		Assessed Value 29,300 173,500	
Total:		202,800		202,800		202,800		202,800	
PREVIOUS ASSESSMENTS (HISTORY)									
This signature acknowledges a visit by a Data Collector or Assessor									
APPRAISED VALUE SUMMARY									
Appraised Bldg. Value (Card) Appraised XF (B) Value (Bldg) Appraised OB (L) Value (Bldg) Appraised Land Value (Bldg) Special Land Value									
115,200 0 0 29,300									
Total Appraised Card Value Total Appraised Parcel Value Valuation Method:									
144,500 202,800 Income Valuation									
Net Total Appraised Parcel Value									
202,800									
VISIT/CHANGE HISTORY									
Date 5/17/2000 11/28/1990									
ID GH 00									
Purpose/Result Meas & Int Insp. Meas & Int Insp.									
LAND LINE VALUATION SECTION									
B# Use Code 1 3260									
Description REST/CLUBS									
Zone D									
Frontage Depth									
Units 4,081.00 SF									
Unit Price 7.17									
I. Factor 1.00									
S.I. Factor 1.00									
C. Factor 1.00									
Nblnd. 631									
Adj. 1.00									
Notes- Adj/Special Pricing									
Adj. Unit Price 7.17									
Land Value 29,300									
Total Card Land Units 4,081.00 SF									
Parcel Total Land Area: 4,081 SF									
Total Land Value 29,300									

REST PARKING ON OTHER LOT
FOR REST BSMT BULKHEAD
ABOVE GRND NOT CONNECTED
LOW CEILING IN BSMT 5'-0

16

CURRENT OWNER		TOPO	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT		2017 MANCHESTER, NH										
Level	1	1	1	1	1	Description	Code	Appraised Value	Assessed Value									
1	Level	1	1	1	1	COM LAND	3370	35,700	35,700									
1	Suitable	5	5	5	5	COMMERC.	3370	5,900	5,900									
						Total: 41,600 41,600												
RECORD OF OWNERSHIP						PREVIOUS ASSESSMENTS (HISTORY)												
B#	Use Code	Description	Zone	ID	Frontage	Depth	Units	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value				
1	3370	PARK LOT																
Additional Owners:																		
GERMANA, MARY F																		
94 ALPINE ST																		
MANCHESTER, NH 03102																		
Account # 7372220 RAD OR CAD CAD = 631																		
Land Adjust YES Old LUC																		
Voided NO Sketch Note V																		
Total SF 9583 Land Class C																		
Zone 03102 Parcel Zip																		
Frontage/Dep No																		
GIS ID:																		
BK VOL/PAGE 5137/1423 SALE DATE 07/22/1992 U SALE PRICE V.C. 3,800 04																		
09/27/1989																		
EXEMPTIONS						OTHER ASSESSMENTS												
Year	Type/Description	Amount	Code	Description	Number	Amount	Comm. Int.											
Total:																		
1																		
APPRAISED VALUE SUMMARY																		
Appraised Bldg. Value (Card) 0																		
Appraised XF (B) Value (Bldg) 0																		
Appraised OB (L) Value (Bldg) 5,900																		
Appraised Land Value (Bldg) 35,700																		
Special Land Value																		
Total Appraised Card Value 41,600																		
Total Appraised Parcel Value 41,600																		
Valuation Method: Cost/Market Valuation																		
Net Total Appraised Parcel Value 41,600																		
BUILDING PERMIT RECORD																		
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	ID	Cd	Purpose/Result						
									5/17/2000	GH	14	Other						
									11/28/1990	01	Meas/Int Estimate							
LAND LINE VALUATION SECTION																		
B#	Use Code	Description	Zone	ID	Frontage	Depth	Units	Unit Price	I. Factor	S.I. Factor	C. Factor	Nbld.	Adj.	Notes - Adj/Special Pricing	Adj. Unit Price	Land Value		
1	3370	PARK LOT					9,583.00	SF	4.39	1.00	1	1.00	590	0.85		3.73	35,700	
Total Card Land Units 9,583.00 SF															Parcel Total Land Area: 9,583 SF		Total Land Value 35,700	

SKETCH

A black and white photograph of a large, multi-story building, likely a school or institutional structure, with a prominent central tower and multiple wings. The building is surrounded by a large, open area, possibly a courtyard or parking lot, and is set against a dark, textured background.

CURRENT OWNER BREAU, ROBERT L 55 SCHOOL ST MANCHESTER, NH 03102-4529 Additional Owners: BREAU, FLORINE		TOPO. 1 Suitable 1 Level		UTILITIES 1 All Public 5 Curb & Gutter 6 Sidewalk		STRT/ROAD 1 Urban		LOCATION 1 Urban		CURRENT ASSESSMENT Code 1050 1050 1050 2017 MANCHESTER, NH		ASSESSED VALUE Assessed Value 28,000 111,700 3,800	
SUPPLEMENTAL DATA Account # 2794313 Land Adjust NO Voided NO Total SF 8206 Zone R Frontage/Dep No RAD OR CAD CAD = 631 Old LUC Sketch Note Land Class R Parcel Zip 03102-4529										ASSESSED VALUE Assessed Value 28,000 111,700 3,800			
RECORD OF OWNERSHIP BREAU, ROBERT L										PREVIOUS ASSESSMENTS (HISTORY) Yr. Code Assessed Value Yr. Code Assessed Value 2003 1050 28,000 2002 1050 28,000 2003 1050 111,700 2001 1050 111,700 2003 1050 3,800 2002 1050 3,800			
EXEMPTIONS Year Type/Description Amount Code Description Number Amount Comm. Int. Total:										OTHER ASSESSMENTS Yr. Code Assessed Value Yr. Code Assessed Value 2003 1050 28,000 2002 1050 28,000 2003 1050 111,700 2001 1050 111,700 2003 1050 3,800 2002 1050 3,800			
NOTES SINK IN BSMT										APPRAISED VALUE SUMMARY Appraised Bldg. Value (Card) 111,700 Appraised XF (B) Value (Bldg) 0 Appraised OB (L) Value (Bldg) 3,800 Appraised Land Value (Bldg) 28,000 Special Land Value Total Appraised Card Value 143,500 Total Appraised Parcel Value 143,500 Valuation Method: Cost/Market Valuation Net Total Appraised Parcel Value 143,500			
BUILDING PERMIT RECORD Permit ID Issue Date Type Description Amount Insp. Date % Comp. Date Comp. Date Comp.										VISIT/CHANGE HISTORY ID Cd Date PM 00 7/26/2000 20 9/20/1990 01 9/19/1990 Meas & Int Insp. Sale Inspection Meas/Int Estimate			
LAND LINE VALUATION SECTION B# Use Code Description Zone D Frontage Depth Units 1 1050 THREE FAM 8,206.00 SF Total Card Land Units 8,206.00 SF Parcel Total Land Area: 8,206 SF										Notes- Adj/Special Pricing Adj. 0.85 Notes- Adj/Special Pricing Adj. Unit Price 3.41 Land Value 28,000			

Property Location: 271 GRAND
Vision ID: 21039
CURRENT OWNER:
 CITY OF MANCHESTER TAX C
 908 ELM ST
 MANCHESTER, NH 03101-2018
Additional Owners:

CURRENT OWNER				UTILITIES				STREET/ROAD				LOCATION				CURRENT ASSESSMENT				2017 MANCHESTER, NH			
CITY OF MANCHESTER TAX COLLECTOR				1 Level 1 Suitable				1 All Public 5 Curb & Gutter 6 Sidewalk				1 Urban 9 Corner				Code 9600 9600				Assessed Value 155,900 11,800			
908 ELM ST MANCHESTER, NH 03101-2018																							
Additional Owners:																							
RECORD OF OWNERSHIP				BR VOL/PAGE				SALE DATE				SALE PRICE				V.C.				PREVIOUS ASSESSMENTS (HISTORY)			
CITY OF MANCHESTER TAX COLLECTOR																							
EXEMPTIONS				OTHER ASSESSMENTS																			
Year	Type/Description	Amount	Code	Description	Number	Amount	Comm. Int.	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Total	Total	Total				
								2003	9600	155,900	2002	9600	155,900	2001	9600	155,900	167,700	167,700	167,700				
								2003	9600	11,800	2002	9600	11,800	2001	9600	11,800	167,700	167,700	167,700				
Total:																							
PARKING LOT FOR HIGH SCHOOL																							
APPRaised VALUE SUMMARY																							
Appraised Bldg. Value (Card)																							
Appraised XF (B) Value (Bldg)																							
Appraised OB (L) Value (Bldg)																							
Appraised Land Value (Bldg)																							
Special Land Value																							
Total Appraised Card Value																							
Total Appraised Parcel Value																							
Valuation Method:																							
Net Total Appraised Parcel Value																							
VISIT/CHANGE HISTORY																							
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	ID	Cd	Purpose/Result											
									6/2/2000	SW	14	Other											
									11/28/1990	01	01	Meas/Int Estimate											
LAND LINE VALUATION SECTION																							
B#	Use Code	Description	Zone	D Frontage	Depth	Units	Unit Price	I. Factor	S.I.	C. Factor	Nbhd.	Adj.	Notes- Adj/Special Pricing	Adj. Unit Price	Land Value								
1	9600	NON TAX C				18,643.00	SF	3.28	3.00	1	1.00	590	0.85	8.36	155,900								
Total Card Land Units				18,643.00				SF				Parcel Total Land Area:				18,643 SF				Total Land Value			

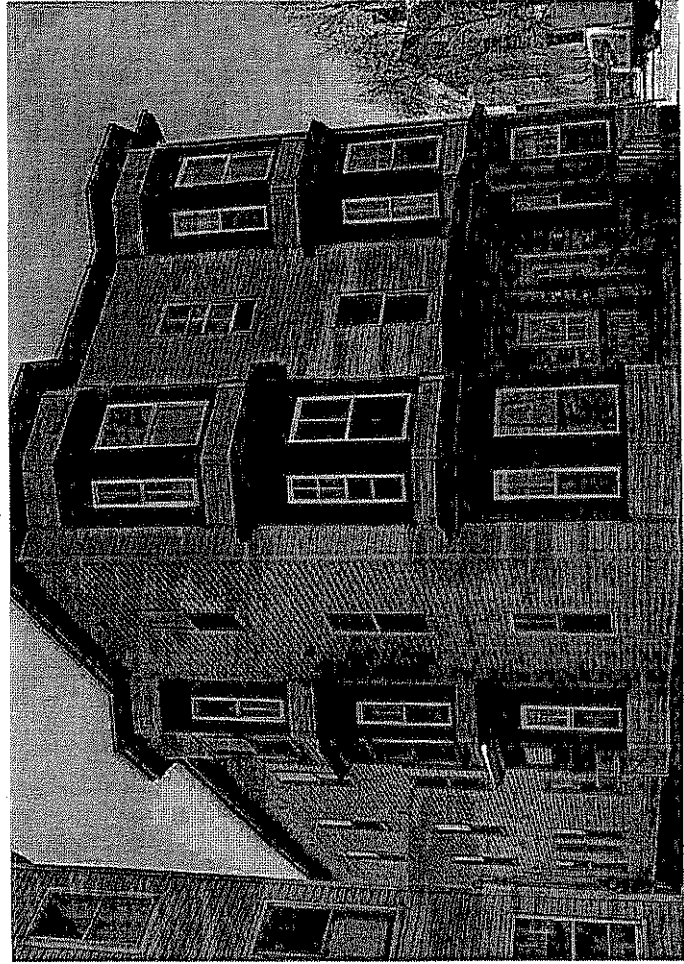
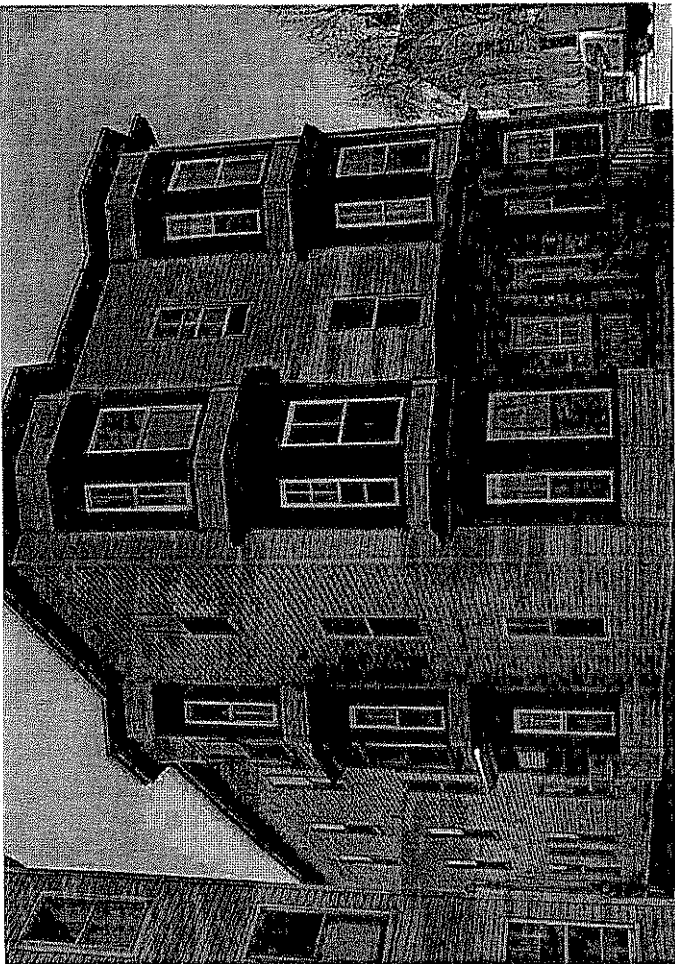
CONSTRUCTION DETAIL				SKETCH			
Element		Cd.	Ch.	Description		Commercial Data Elements	
Style/Type		94	00	Outbuildings		Element	Description
Model				Vacant		Cd.	Ch.
Grade							
Stories							
Occupancy							
Exterior Wall 1							
2							
Roof Structure							
Roof Cover							
Interior Wall 1							
2							
Interior Floor 1							
2							
Heating Fuel							
Heating Type							
AC Type							
Bedrooms							
Bathrooms							
Total Rooms							
Bath Type							
Kitchen Style							
MIXED USE							
Code	Description	L/B	Units	Unit Price	Yr.	Dp Rt	%Cnd
9600	NON TAX C		100				
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)							
Code	Description	L/B	Units	Unit Price	Yr.	Dp Rt	%Cnd
PAV1	PAVING-ASPHALT	L	18,000	0.90	1990	0	73
				11,800			
BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Unit Cost	Undeprc. Value
Ttl. Gross Liv/Lease Area				0	0	0	Bldg Val:

CURRENT OWNER				TOPO.		UTILITIES, SIRT/ROAD			LOCATION		CURRENT ASSESSMENT			2017 MANCHESTER, NH		
PESTKA, CHARLES M				1 Level		1 All Public			1 Urban		Description RES LAND RESIDENTIAL			Code 1110 1110 1110		
14 NOTTINGHAM DR NASHUA, NH 03062-3130						5 Paved 6 Curb & Gutter 6 Sidewalk					Assessed Value 27,000 140,200 500			Assessed Value 27,000 140,200 500		
Additional Owners:						SUPPLEMENTAL DATA					Total 167,700			167,700		
Account # Land Adjust Voided Total SF Zone Frontage/Dep				16399876 NO NO 4930 No		RAD OR CAD CAD = 631 Old LUC Sketch Note Land Class Parcel Zip			C 03102-4522							
GIS ID:				6065/1735		02/16/1999			U		4,000			0		
RECORD OF OWNERSHIP				BK VOL/PAGE		SALE DATE			QU VI		SALE PRICE V.C.					
PESTKA, CHARLES M				6065/1735		02/16/1999			U		4,000			0		
PESTKA, CHARLES M																
EXEMPTIONS				Amount		Description			Number		Amount			Comm. Int.		
Year				Type/Description												
Total:																
APT. = 6 UNITS																
6-2 BDRM																
APPRaised VALUE SUMMARY																
Appraised Bldg. Value (Card)														153,900		
Appraised XF (B) Value (Bldg)														0		
Appraised OB (L) Value (Bldg)														500		
Appraised Land Value (Bldg)														27,000		
Special Land Value																
Total Appraised Card Value														181,400		
Total Appraised Parcel Value														167,700		
Valuation Method:														Income Valuation		
Net Total Appraised Parcel Value														167,700		
VISIT/CHANGE HISTORY																
Permit ID				Issue Date		Type			Description			Amount		Insp. Date		
									</							

CURRENT OWNER GARDNER, GARY F 230 HOLT AVE MANCHESTER, NH 03109		TOPO. 1 Level		UTILITIES 1 All Public		STREET/ROAD 1 Paved		LOCATION 1 Urban		CURRENT ASSESSMENT Description Code Appraised Value Assessed Value RES LAND 1110 27,200 27,200 RESIDNTL 1110 140,000 140,000 RESIDNTL 1110 500 500		2017 MANCHESTER, NH			
SUPPLEMENTAL DATA Account # 7198320 RAD OR CAD CAD = 631 Land Adjust NO Old LUC Voided NO Sketch Note Total SF 5000 Land Class C Zone Frontage/Dep No Parcel Zip 03102-4522										VISION					
RECORD OF OWNERSHIP GARDNER, GARY F BOURGEIS, MAURICE L BOGSIDE HOUSING DEVELOPMENT CO RURAL HOUSING FOR THE ELDERLY SCHOOL ST ASSOCIATES CAISSIE GENE E										SALE DATE 07/06/1992 U 07/26/1988 09/06/1985 04/29/1985 01/16/1984		SALE PRICE 68,000 0 0 0 0		PREVIOUS ASSESSMENTS (HISTORY) Yr. Code Assessed Value Yr. Code Assessed Value 2003 1110 27,200 2002 1110 27,200 2003 1110 140,000 2001 1110 140,000 2003 1110 500 2001 1110 500	
EXEMPTIONS Year Type/Description Amount Code Description Number Amount Comm. Int.										OTHER ASSESSMENTS Yr. Code Assessed Value Yr. Code Assessed Value 2003 1110 27,200 2002 1110 27,200 2003 1110 140,000 2001 1110 140,000 2003 1110 500 2001 1110 500					
NOTES Total: 167,700										APPROXIMATE VALUE SUMMARY Appraised Bldg. Value (Card) 151,300 Appraised XF (B) Value (Bldg) 0 Appraised OB (L) Value (Bldg) 500 Appraised Land Value (Bldg) 27,200 Special Land Value Total Appraised Card Value 179,000 Total Appraised Parcel Value 167,700 Valuation Method: Income Valuation					
NET TOTAL APPRAISED PARCEL VALUE 167,700										APPROXIMATE VALUE SUMMARY Appraised Bldg. Value (Card) 151,300 Appraised XF (B) Value (Bldg) 0 Appraised OB (L) Value (Bldg) 500 Appraised Land Value (Bldg) 27,200 Special Land Value Total Appraised Card Value 179,000 Total Appraised Parcel Value 167,700 Valuation Method: Income Valuation					
BUILDING PERMIT RECORD Permit ID Issue Date Type Description Amount Insp. Date % Comp. Date Comp. Nbhd. Adj. Notes- Adj/Special Pricing Adj. Unit Price Land Value										VISIT/CHANGE HISTORY ID Cd. Date Purpose/Result SW 01 5/4/2000 Meas/Int Estimate 00 1/11/1991 Meas & Int Insp.					
LAND LINE VALUATION SECTION B# Use Code Description Zone D Frontage Depth Units 1 1110 APT 4-7UNT 1 5,000.00 SF										LAND LINE VALUATION SECTION Unit Price 6.40 I. Factor 1.00 S.I. 1 C. Factor 1.00 Nbhd. 590 Adj. 0.85 Notes- Adj/Special Pricing Adj. Unit Price Land Value 27,200					
TOTAL CARD LAND UNITS 5,000.00 SF										TOTAL LAND VALUE 27,200					

SKETCH

FOP 19 FST
FOP FST
8 FST 8
7
FOP 6 6 137
FUS BAS 10 10 10
UBM 7 7
FST FST FST
54 54
FUS FUS BAS 3
FUS FUS BAS 3
FOP 33 FUS 3
FUS 10 5 FUS 3
BAS 7 BAS 7



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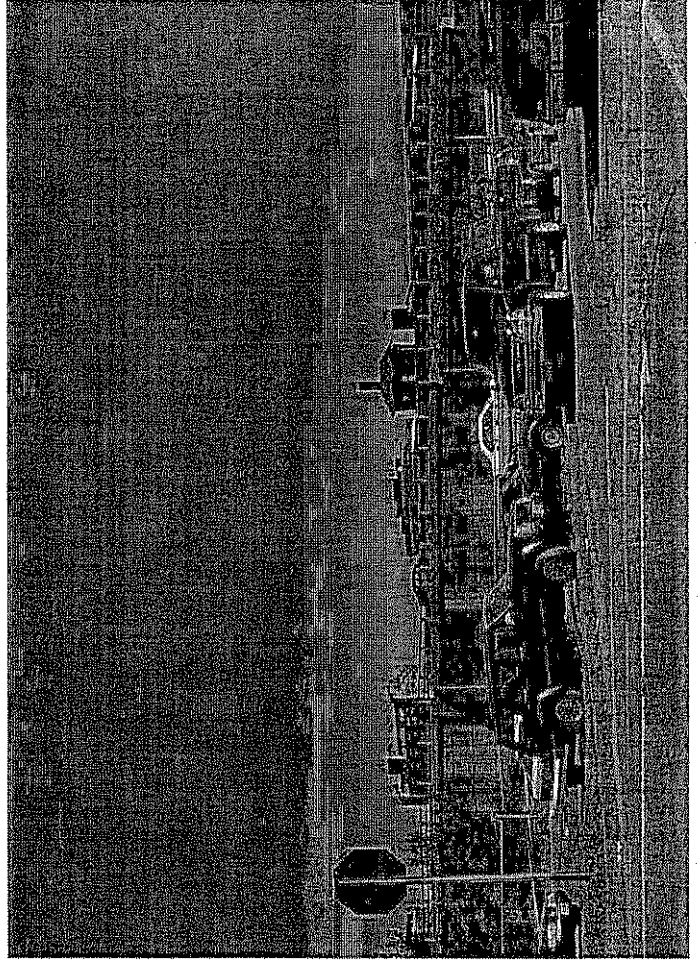
Print Date: 01/23/2004 11:22

[illegible]

CONSTRUCTION DETAIL

CONSTRUCTION DETAIL								
Commercial Data Elements								
Element	Cd.	Ch.	Element	Description				
Style/Type	99		Vacant Land					
Model	00		Vacant					
Grade								
Stories								
Occupancy								
Exterior Wall 1								
2								
Roof Structure								
Roof Cover								
Interior Wall 1								
2								
Interior Floor 1								
2								
Heating Fuel								
Heating Type								
AC Type								
Bedrooms								
Bathrooms								
Total Rooms								
Bath Type								
Kitchen Style								
MIXED USE								
Code	Description	L/B	Units	Percentage				
9600	NON TAX C			100				
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)								
Code	Description	L/B	Units	Unit Price	Yr.	Dp Rt	%Cnd	Apr. Value
BUILDING SUB-AREA SUMMARY SECTION								
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Unit Area	Undeprec. Value	
Ttl. Gross Liv/Lease Area		0	0	0	0	0	Bldg Val:	

SKETCH



Print Date: 01/23/2004 11:18

Print Date: 01/23/2004 11:18

VACANT LAND EXEMPT

An aerial photograph of a large, modern, multi-story building complex, likely a government or institutional structure, surrounded by trees and greenery. The building has a distinctive architectural style with multiple wings and a central tower-like structure. The surrounding area is lush with trees and greenery, suggesting a well-maintained campus or park setting.

City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include a portion of TPK 3-5A, a portion of TPK 3-5B, a portion of TPK 3-6, TPK 3-6A, TPK 3-7, & TPK 3-8 currently zoned R-3 (Urban Multifamily)."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

(General Business) zoning district to include a portion of TPK 3-5A, a portion of TPK 3-5B, a portion of TPK 3-6, TPK 3-6A, TPK 3-7, & TPK 3-8 currently zoned R-3 (Urban Multifamily)." and being more particularly bounded and described as follows:

Beginning at a point on the centerline of Second Street, said point being on the zone boundary line of the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district, prior to this amendment;

Thence, southerly along the centerline of Second Street, approximately 200 ft. to a point on the centerline of Second Street and the centerline of School Street;

Thence, easterly along the centerline of School Street and as extended, approximately 215 ft. to a point on the centerline of the On-Ramp to I-293;

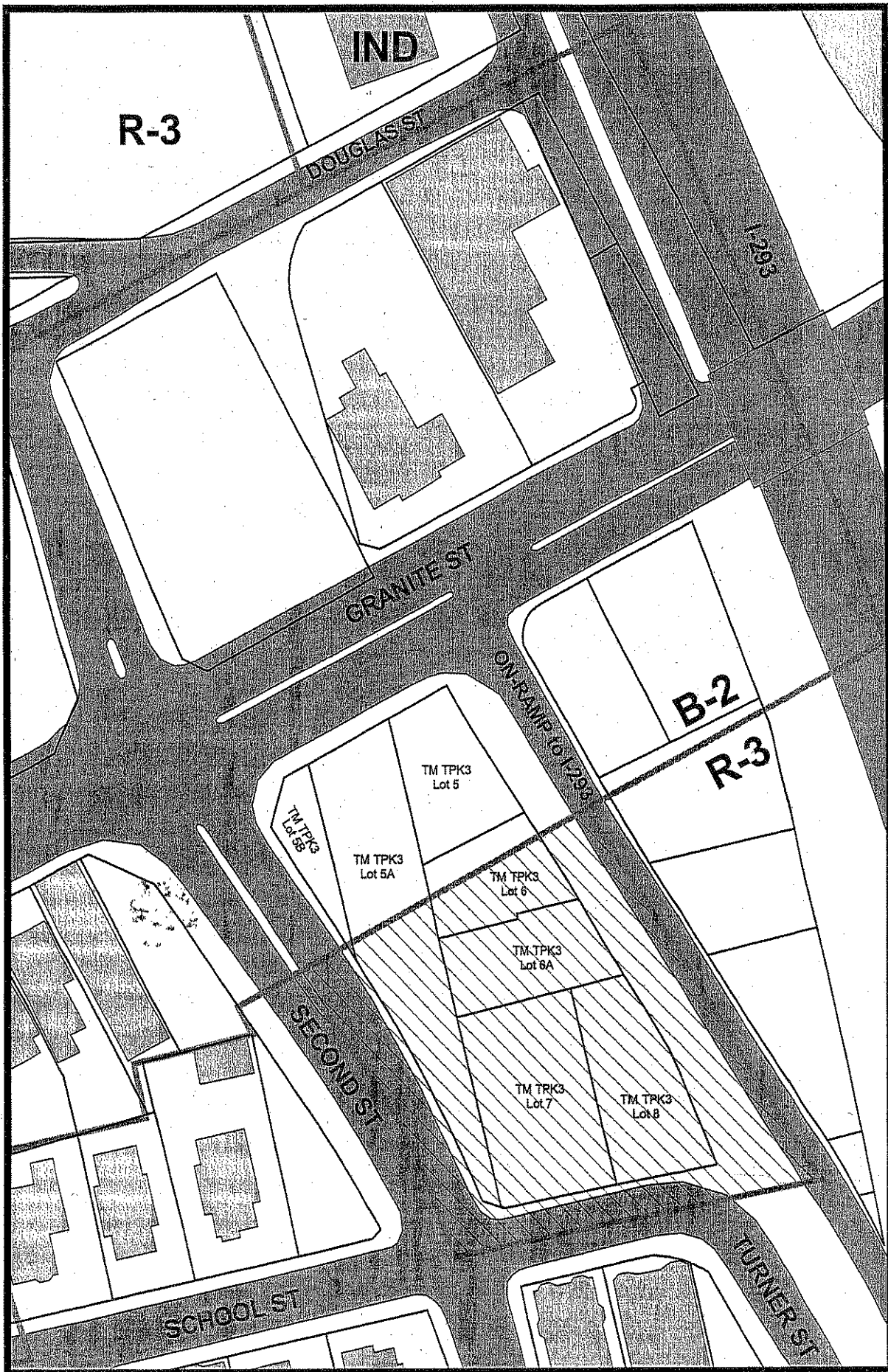
Thence, northerly along the centerline of the On-Ramp to I-293 approximately 260 ft. to a point, said point being on the zone boundary line of the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district, prior to this amendment;

Thence, westerly along the zone boundary line of the B-2 (General Business) zone district and the R-3 (Urban Multifamily) zone district prior to this amendment, a distance of 200 ft. to a point, said point also being the point of beginning.

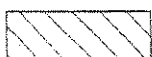
Said description to include a portion of TPK 3-5A, a portion of TPK 3-5B, a portion of TPK 3-6, TPK 3-6A, TPK 3-7, & TPK 3-8 and consisting of approximately 1.34 acres of land.

SECTION II. Resolve this ordinance shall take effect upon passage.

16



ZONING PETITION R-3 to B-2



Area proposed to be rezoned from R-3 to B-2

50 0 50 100 Feet



City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2002 Community Improvement Program, authorizing and appropriating funds in the amount of Two Hundred Twenty Five Thousand Nine Hundred Twenty Dollars (\$225,920) for FY2002 CIP 712402 WIN-2 Relocation Design Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2002 CIP as contained in the 2002 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from New Hampshire Department of Transportation in the amount of \$225,920 for costs associated with the relocation of West Interceptor North;

NOW, THEREFORE, be it resolved that the 2002 CIP be amended as follows:

By amending and increasing:

FY2002 – 712402 – WIN-2 Relocation Design -
From \$350,000 EPD to \$477,000 (\$251,080 EPD, \$225,920 State DOT)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY1999, 2000, and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Eight Thousand Two Hundred Twenty Eight Dollars and Fifty Eight Cents (\$68,228.58) for FY2003 CIP 713103 Sewer Infrastructure Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 1999, 2000, and 2003 CIP as contained in the 1999, 2000, and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allow a transfer of existing funds in the amount of \$68,228.58 for the replacement of aging sewers within the City;

NOW, THEREFORE, be it resolved that the 1999, 2000, and 2003 CIP be amended as follows:

By decreasing:

FY1999 – 760399 – Sewer Infrastructure Rehabilitation -	\$17,771.81 EPD
FY2000 – 760400 – Sewer Infrastructure Rehabilitation -	\$ 571.67 EPD
FY2003 – 712203 – Sewer Infrastructure Repairs -	<u>\$49,885.10 EPD</u>
Total	\$68,228.58

By increasing:

FY2003 – 714103 – Sewer Infrastructure - \$68,228.58 – EPD
(from \$200,000 EPD to \$268,228.58 EPD)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY2000 and 2003 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Six Thousand Eight Hundred Six Dollars and Eighty Seven Cents (\$26,806.87) for FY2003 CIP 712003 FBI Recuperator Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2000 and 2003 CIP as contained in the 2000 and 2003 CIP budget; and

WHEREAS, Table 5 contains all sources of Enterprises, Fees and Other funds to be used in the execution of projects; and

WHEREAS, additional funds are required for the installation of a recuperator heat exchanger at the WTTF; and

WHEREAS, a balance exists from the completed CIP 760300 Candia Road Project, which the Board of Mayor and Aldermen desires to transfer to assist in the funding of these additional costs;

NOW, THEREFORE, be it resolved that the 2000 and 2003 CIP be amended as follows:

By decreasing:

FY2000 CIP 760300 – Candia Road Dry Sewer Design - \$26,806.87 EPD

By increasing:

FY2003 CIP 712003 – FBI Recuperator - \$26,806.87 EPD
(from \$717,208 EPD to \$744,014.87 EPD)

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand One Hundred Sixty Dollars (\$10,160.00) for FY2004 CIP 411904 Project Safe Neighborhoods."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Department of Justice;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 411904 – Project Safe Neighborhoods - \$10,160 State

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Two Hundred Forty Eight Dollars and Eighty Cents (\$2,248.80) for FY2004 CIP 412004 Speed Enforcement Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept additional grant funds from the State of New Hampshire Highway Safety Agency;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 412004 – Speed Enforcement Program - \$2,248.80 State

Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Two Thousand Dollars (\$2,000.00) from Contingency to Civic Contributions."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Civic Contributions	Account 1710C10935.....\$2,000.00
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For "Manchester Youth Hockey (MRYHA) Donation"

City of Manchester New Hampshire

In the year Two Thousand and Four

A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Four Thousand Seven Hundred Fifty Dollars (\$4,750.00) from Contingency to Civic Contributions."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Civic Contributions	Account 1710C10935.....\$4,750.00
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For "Assistance To Run Job and Resource Fairs for Tyson Workers"

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Three

A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Thousand Dollars (\$40,000) for FY2003 CIP 511603 Recreation Facility Improvements (Leveraged) Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2003 CIP as contained in the 2003 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a private donation from The New England Expedition-Manchester LLC in the amount of \$40,000 for construction of the Bike Trail along Nutts Pond;

NOW, THEREFORE, be it resolved that the 2003 CIP be amended as follows:

By increasing:

FY2003 511603 – Recreation Facility Improvements (Leveraged) Project - \$40,000 Other

Resolved, that this Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP #: **511603** Project Year: **2003** CIP Resolution: **6/4/2002**
 Title: **Recreation Facility Improvements (Leveraged)** Amending Resolution: **12/2/2003**
 Administering Department: **Parks, Recreation & Cemetery** Revision: **#1**

Project Description Ongoing program to make improvements to certain recreational facilities Citywide which the Parks Department has been able to secure federal, state or other funding to leverage City tax dollars. Projects to include: Livingston Park Rehabilitation - \$100,785; South Manchester Rail Trail - \$90,500; Piscataquog Trailway II - \$62,890; Piscataquog River Initiative - \$95,825; and Valley Cemetery - \$200,000.

Federal Grants

Federal Grant: **No**
 Grant Executed:

Environmental

Review Required: **No**
 Completed:

Critical Events

1	Program Initiation	05/03
2	Program Completion	06/30/04
3		
4		
5		

Expected Completion Date: **6/30/2004**

Line Item Budget

	BOND	STATE/FED	OTHER	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$55,000.00	\$105,000.00	\$0.00	\$160,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$495,000.00	\$1,380,312.00	\$147,700.00	\$2,023,012.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$550,000.00	\$1,485,312.00	\$147,700.00	\$2,183,012.00

Revisions

Revision #1 - adds \$40,000 from a Private Donation.

Comments

Project is expedited from FY04 CIP. \$40,000 of private donations received from The New England Expedition Manchester, LLC to be used for the Bike Trail along Nutts Pond.